**Sherman Public Library Board**

**Regular Meeting**

**Board of Trustees**

**July 15, 2020**

The regular monthly meeting of the Sherman Public Library Board was called to order at 5:00 p.m. Present were Library Director Rachel Kocis and Board members Julie Horton, Mary Contri, Brian Manci, John Barrett, Courtney Westlake, Mike Lang, and Liz Heubner.

**Secretary’s Report:** It was moved by Brian Manci and seconded by Julie Horton to approve the minutes from the June 2020 regular meeting. The motion was approved.

**Treasurer's/Financial Report:**  John Barrett made a motion to accept the Treasurer’s Report and to pay the bills. Liz Heubner seconded the motion, and the motion carried by a unanimous voice vote. John Barrett made a motion to pay the mortgage payment from the Special Reserves account. Brian Manci seconded the motion and a unanimous voice vote in favor was taken. Julie Horton made a motion to pay $25,000 on the principal balance of the building loan, Liz Heubner seconded the motion, and the motion carried by a unanimous voice vote.

**Librarian’s Report:** For the month of June 2020, 1189 items circulated 1423 times

at our library. Resident borrowing totaled 140 patrons and 1,204 checkouts. Non-Resident borrowing amounted to 3 borrowers and 18 checkouts. Reciprocal borrowing included 2 borrowers and 12 checkouts. 3M Cloud Library checkouts included 129 e-books, and 15 Cloud Library e-audiobooks. Overdrive lending for April included 395 e-book checkouts and 74 e-audiobook checkouts; for May Overdrive lending included 305 e-book checkouts and 72 e-audiobook checkouts; and for June Overdrive lending totaled 275 e-book checkouts and 76 e-audiobook checkouts. The Library opened its doors to the public on July 6 with new hours. From 8-9:30 a.m. the library is open to seniors and vulnerable population Monday through Friday, closing from 9:30-10 a.m. for cleaning, and re-opening from 10-6 M-Th and 10-5 F for the general public. Curbside only is still being offered on Saturdays from 9 a.m.-2 p.m.

Interlibrary loan delivery service also resumed July 6. Items are being quarantined for 3 days before arriving at the Champaign hub and 3 days after arriving in Sherman before being processed to reduce risk of spreading COVID-19. Fines continue to be waived while returned materials are quarantined.

Abraham Lincoln Presidential Library and Museum passes have been renewed for 2020. The museum is open and passes are available for checkout.

A Blood Drive scheduled for August 3 from 3:30-6 p.m.

**New Business:**  The Board discussed an upcoming budget appropriation and levy.

Liz Heubner made a motion to transfer $75,000 to the Library’s Special Reserve Fund from the general operating fund. Julie Horton seconded the motion and all were in favor.

**Continuing Business:**  The Board discussed an update of the building and grounds, including the possible installation of gutter guards to prevent clogging and water damage, as well as landscaping to be done around the new sign to combat weeds.

The Library is also undergoing its annual audit and has contacted four local CPA firms for audit proposals.

**Adjournment:**  The meeting was adjourned via a motion by Julie Horton at 5:43 p.m. Courtney Westlake seconded the motion.