Sherman Public Library Board

Regular Meeting

Board of Trustees

March 17, 2021

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, Brian Manci, Courtney Westlake, Mike Lang and John Barrett. Elizabeth Heubner and Mary Contri were absent.

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

**Treasurer’s/Financial Report:**  Brian Manci made a motion to accept the Treasurer’s Report and to pay the bills. Courtney Westlake seconded the motion, and the motion carried by a unanimous voice vote. Mike Lang made a motion to pay the mortgage payment from the Special Reserves account. John Barrett seconded the motion, and a unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of February 2021, 2,146 items were circulated 2,617 times at our library. Resident borrowing totaled 191 patrons and 2,106 checkouts. Non-Resident borrowing amounted to 37 borrowers and 407 checkouts. Reciprocal borrowing included 11 borrowers and 104 checkouts. 3M Cloud Library checkouts included 74 e-books and 14 e-audiobooks. Overdrive lending for December was 257 e-book checkouts and 72 e-audiobook checkouts. For January, Overdrive lending totaled 343 e-book checkouts and 99 e-audiobook checkouts; and for February, 293 e-book checkouts and 89 e-audiobook checkouts.

**Library Events and Issues:**

-Director Kocis completed and submitted the FY 21 per capita grant and FY 19 per capita expenditures report on 2/24/2021. The Annual Financial Report was submitted to the Comptroller’s office with 3/5 majority vote form on 2/25/21.

-Statement of Economic Interest was emailed from Sangamon County Clerk to the Board of Trustees. Trustees should file before May 1, 2021.

-The new quarantine period for library materials from the Illinois Heartland Library System is 2 days.

-118 Take-and-Make crafts were handed out in February.

-Director Kocis ordered a new umbrella and stand for the library’s patio table in anticipation of spring outdoor meetings.

-Friends of the Library will read the Sangamon County Big Read selection “Lab Girl” and

discuss at their book club meeting on April 13, 2021.

-Director Kocis is researching options and pricing for a new version of Quickbooks that needs to be purchased because payroll service no longer supported starting May 31st.

-The library is collecting cardboard milk and orange juice cartons for a local project to build

bird houses for warblers.

-The SHARE finance and policy committee is in the beginning stages of approving the SOLUS app for SHARE member use. This would allow patrons easy access to their accounts so they can search, renew, and order books from their mobile devices.

**New Business:**

-The Board discussed plans for Summer Reading 2021 with the theme of Reading Colors Your World. The proposed goal is to participants to read the 7 colors of the rainbow in the first 7 weeks of summer. Director Kocis is also looking into outdoor activities and programs for the summer, with continued take-and-make crafts that coordinate with the theme.

-Upcoming trustee training webinars will be shared with the board members via future communication from Director Kocis.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion by 5:22 p.m. Courtney Westlake seconded the motion.

Next meeting: April 21, 2021