Sherman Public Library Board

Regular Meeting

Board of Trustees

November 18, 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, Brian Manci, John Barrett, Courtney Westlake, Liz Heubner, Mary Contri and Mike Lang.

**Secretary’s Report:** It was moved by Julie Horton and seconded by Liz Heubner to approve the minutes from the October 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. Mike Lang seconded the motion, and the motion carried by a unanimous voice vote. Liz Heubner made a motion to pay the mortgage payment from the Special Reserves account. Julie Horton seconded the motion, and a unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of October 2020, 2,422 items were circulated 2,930 times at our library. Resident borrowing totaled 199 patrons and 2,384 checkouts. Non-Resident borrowing amounted to 58 borrowers and 546 checkouts. Reciprocal borrowing included 13 borrowers and 99 checkouts. 3M Cloud Library checkouts included 88 e-books and 12 e-audiobooks. Overdrive lending for August was 252 e-book checkouts and 88 e-audiobook checkouts. For September, Overdrive lending totaled 197 e-book checkouts and 90 e-audiobook checkouts; and for October, 220 e-book checkouts and 101 e-audiobook checkouts.

**Library Events and Issues:**

A grant of $1,070 was awarded to Sherman Library by Digital Network Access for Illinois Libraries for installing new wi-fi access points and digital upgrades from the IL State Library.

A $500 PPE Grant was awarded to the Library from the IL State Library for cleaning supplies and protective equipment the Library had to purchase due to COVID-19.

A $10,000 donation has been made to the Friends of Sherman Library from Set-Free Reading.

New Wonderbooks have been purchased.

A Demco Books Cart was purchased for $657.99 for the return slot. It will hold 120 books.

Biblioboard electronic resources are now available for patrons, giving them access to free e-materials including independently published e-books, Indie Illinois, Indie Authors, IL census collection, recovered classics, and more.

Family Reading Night is November 19, 2020. Sherman Library is hosting a virtual program for families who take a picture of themselves reading and post on the Library’s social media page. The winner will be drawn on Friday November 20th and will win a $50 gift card drawing for Sam’s Too Pizza.

Mike Anderson will be doing a live stream on Facebook in December of his Christmas performance Hugo Kringle.

Explore More Illinois activated for Sherman patrons allowing them discounts and freebies to cultural sites around Illinois. Currently the program is suspended due to COVID-19, but Sherman patrons will have access once the program is reactivated.

Building updates:

* The library replaced 22 light bulbs in the facility and will be calling B&B Electric to change 3 outdoor lights in the vestibule and two parking lot lights.
* Gatschenber serviced the HVAC on November 13.
* All Pro Floor cleaned and waxed floors on November 14.
* Hilltop Nursery began landscaping project around outdoor sign on November 18.

**New Business:**

Curbside response to increase COVID numbers - the board discussed the decision to implement curbside only again. It was decided to create a pandemic emergency response policy. Brian Manci and Courtney Westlake will serve as sub-committee members to coordinate with Director Kocis and bring the new policies before the board for a vote.

Semi-Annual Review of Closed Session Minutes - no sessions were held in the previous 6 months

Receipts and Disbursements FY2020

Snow Removal - the board is looking into options for snow removal and ice

Future Board Meetings - the board discussed cancelling the December meeting or moving to Zoom in light of rising COVID numbers locally. It was decided to continue meeting in-person for the time being.

**Continuing Business:**

The board reviewed upcoming Trustee Elections. The order the paperwork is filed is the order the candidates are listed on the ballot. 35 signatures are needed to be on the ballot. Filing must be done after December 14 and before December 21.

Director Kocis distributed Chapter 13 and Appendices A-K of “Serving Our Public 4.0: Standards for Illinois Public Libraries 2019” per the trustee and staff requirements for FY 2021 Per Capita Grant.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion by 5:48 p.m. Courtney Westlake seconded the motion.

Next meeting: December 16, 2020