**Sherman Public Library Board**

**Regular Meeting**

**Board of Trustees**

**November 20, 2019**

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

**Items not for Consideration on the Agenda:**  None

**Secretary’s Report:** It was moved by Brian Manci and seconded by John Barrett to approve the minutes from the October 2019 regular meeting. The motion was approved by a unanimous vote.

**Treasurers/Financial Report:**  John Barrett 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. John Barrett 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:** The total patron count in month of October was 2,718. 3,012 items were circulated 3,917 times at our library. Resident borrowing totaled 296 patrons and 2,738 checkouts. Non-Resident borrowing amounted to 96 borrowers and 1,012 checkouts. Reciprocal borrowing included 16 borrowers and 167 checkouts. Cloud Library checkouts included 76 e-books, 15 Cloud Library e-audio. Overdrive had 140 e-book checkouts and 30 e-audiobook checkouts.

October Borrowing/Lendingtotals were as follows: 705 SHARE Borrowed, 677 SHARE Loaned, 4 WorldShare Borrowed, and 11 WorldShare Loaned.

**Library Events and Issues:** The insurance audit was completed and submitted on 10/21/19. The permit needed to proceed with the new outdoor sign was approved by the Village Board. The new boundary map for our library district has some discrepancies. Rachel is working with the County Clerk’s office to resolve these issues prior to the 2020 census. A new staff computer was purchased and installed. All patron computers have been updated to Windows 10.

Rachel contacted the IDNR about circulating fishing poles for next year. She also forwarded photo contest information to the school counselor and art teacher.

Our library held the Adult Services Form for IHLS member libraries on November 8. Rachel attended the Performer’s Showcase at the Forsyth Public Library on 11/12 to begin selecting performers for Summer Reading 2020.

Twenty-six kids participated in a take home pumpkin decorating contest in October. Foam pumpkins were on display the week before Halloween. Kids were encouraged to decorate a spooky tree in the children’s area as well.

Rachel is working on the Per Capita Grant for 2020 and the FY19 Per Capita Expenditures Report which is due January 15, 2020.

Rachel is investigating offering an Author Alerts service on the library website through engagedpatrons.org. Patrons would sign up for a free account and will be automatically notified by email or test when an author has a new book coming soon.

The staff Christmas party will be held on December 13 at 5:30 p.m.

**Library Programs and Outreach:**  Meetings at the Library in October included the Quilters, Lost Gourd Society, Teacher’s Group, Chamber of Commerce, Plastic Model Builders Club, Girl Scouts, Daisies, Mother’s Group, and the Flaggland Park Neighborhood Association. Adult programs included Passport Program, Sherman Library Book Club and Chair Yoga. Adult program attendance in October was 31. Children’s programs included Monday and Tuesday Story-Times and Fall Craft Critter Nigh. Total children’s program attendance in October was 185. Teen programs included Card Collectors Club with 6 in attendance. Rachel conducted Library Outreach at the Villa and All His Children with a total of 73 outreach participants. The Study Room was used by 29 patrons.

Upcoming programs include Family Reading Night on 11/21 at 6:30, Late Hours for Finals on 12/17 and 12/18, Yoga for Teens on 12/19, Morning Christmas-themed Story-time on 12/23, Jazz Program After Hours on 12/27 and a Spiderman Superhero Story-time on 1/4/20. Ongoing programs include Chair Yoga on the 1st and 3rd Fridays as well as Card Collector Club on the 4th Wednesday.

**New Business:**  Secretary Liz Heubner presented a review of the Closed Session minutes from the past six months. Liz Heubner then made a motion to keep the closed session minutes closed. Julie Horton seconded the motion, and all were in favor.

The Board reviewed the insurance stipend offered to the Library Director. Rachel presented some items for consideration regarding her stipend for the Board. The Board directed Rachel to consult lawyer Phil Lenzini regarding some questions presented. The Board will continue to discuss the Director’s stipend at the December meeting.

The Board reviewed the Borrowing Policy. Mike Lang made a motion to accept the

Borrowing Policy. Courtney Westlake seconded the motion, and all were in favor.

**Continuing Business:** Rachel reported on the progress of the new sign. She is also continuing the search for an accountant to manage library business. The trustees were presented with Chapters 13 and 14 of the Trustee Files for review.

**Adjournment:**  Julie Horton adjourned the meeting via a motion at 5:47 p.m. Liz Heubner seconded the motion. The Board will meet again on December 11, 2019.