Sherman Public Library Board

Regular Meeting

Board of Trustees

October 21, 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, and Mike Lang. Liz Heubner and Mary Contri were absent.

**Secretary’s Report:** It was moved by John Barrett and seconded by Julie Horton to approve the minutes from the September 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. John Barrett made a motion to pay the mortgage payment from the Special Reserves account. Courtney Westlake seconded the motion, and a unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of September 2020, 2,470 items were circulated 2,809 times at our library. Resident borrowing totaled 200 patrons and 2,256 checkouts. Non-Resident borrowing amounted to 56 borrowers and 553 checkouts. Reciprocal borrowing included 13 borrowers and 126 checkouts. 3M Cloud Library checkouts included 103 e-books and 12 e-audiobooks. Overdrive lending for July was 236 e-book checkouts and 96 e-audiobook checkouts. For August, Overdrive lending totaled 252 e-book checkouts and 88 e-audiobook checkouts; and for September, 197 e-book checkouts and 90 e-audiobook checkouts.

**Library Events and Issues:**

Two employees had to stay home to await COVID results in mid-October. As per the Sangamon County Health Department, all employees should complete a chart to identify any symptoms and must record temperature each day before starting work. The Library will go back to curbside only if our region goes back to Phase 3.

Director Kocis has been applying to new grant opportunities including: Library Transforming Communities Grant for $3,000 for a community engagement project and $10,000 Mobile Beacon Community. The latter grant includes 10 laptops and 10 hotspots with unlimited service. A PPE Grant, Digital Access Grant, and Back to Books Grant were all successfully submitted to the Illinois State Library on September 30.

Sherman Library serves as a donation drop-off point for used eyeglasses as coordinated by the Eagles Club. The latest eyeglasses donation is ready to be delivered.

Director Kocis signed a Public Library Connect Consent Form signed so that Williamsville CUSD #15 students can have free access to the Public Library’s youth e-materials for the school year.

Study rooms have been used for tutoring with a maximum of 45-minute sessions. The library is also hosting WUSCD #15 students taking the SAT exams.

The library has eliminated the maximum limit of books checked out.

A Levy Ordinance was filed at the County Clerk’s office on September 29.

CassComm has completed the fiber optic set-up at the library. Prairie Computer Network Solutions instructed the library to update wi-fi access points to best utilize the fiber optic and alleviate issues with wi-fi strength. Prairie Computer Network Solutions installed the new

access points and updated our Time Limit Management software to the newest version

on October 14. Patrons are able to access the wi-fi in the parking lot as well.

The League of Women Voters registered voters outside the Library on September 28.

Sherman Library is scheduling two passive programs for kids per month. October was two

pumpkin crafts. November is placemat weaving and a candy decorating turkey project.

The Try-It! Illinois program is happening Oct. 1-Nov.30, allowing patrons free access to

hundreds of databases. Interested patrons need to call the library for login information.

The Receipts and disbursements statement will be completed by the Board’s December Meeting.

Building updates: -Scooters completed brush removal around retention pond on 10/21 for $690.

-Gatschenber will be servicing the HVAC on November 13.

-Director Kocis is looking into a new, larger dropbox to replace the current homemade dropbox.

**New Business:**

Director Kocis is exploring options for annual insurance renewal.

Launchpad/Wonderbook purchases - Launchpads are very popular; the library typically purchases 10 per year and is now looking to purchase another 10. The company also sent us a new product called Wonderbook that reads to the children. The library would like to purchase 5 to try.

**Continuing Business:**

John Barrett moved to keep the library open on Election Day and make provisions to allow employees to vote. Mike Lang seconded.

Director Kocis distributed Chapters 9-12 of “Serving Our Public 4.0: Standard for Illinois Public Libraries, 2019 per the trustee and staff requirements for FY 2021 Per Capita Grant.

**Adjournment:** The meeting was adjourned via a motion by Julie Horton at 5:36 p.m.

John Barrett seconded the motion.

Next meeting: November 18, 2020