Sherman Public Library Board

Regular Meeting

Board of Trustees

September 16, 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 John Barrett to approve the minutes from the August 2020 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:** Mike Lang 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. Liz Heubner 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 August 2020, 2,401 items were circulated 2,865 times

at our library. Resident borrowing totaled 211 patrons and 2,309 checkouts. Non-Resident

borrowing amounted to 58 borrowers and 556 checkouts. Reciprocal borrowing included 14 borrowers and 149 checkouts. 3M Cloud Library checkouts included 118 e-books, and

Cloud Library 17 e-audiobooks. Overdrive lending for May was 305 e-book checkouts and 72 e-audiobook checkouts. For June, Overdrive lending totaled 236 e-book checkouts and 96 e-audiobook checkouts; and for July, 252 e-book checkouts and 88 e-audiobook checkouts.

**Library Events and Issues:**

Bag worms were detected on the evergreens and spruces around the property; 21

trees were treated by Golf Green for $275.

The library received a quote from Scooters for $690 for brush removal around the retention pond.

Landscaping around outdoor sign tentatively scheduled for mid-November (but may be

pushed up if they are ahead of schedule.)

Director Kocis continues to work on three grants announced by IL State Library. One is a Back to Books grant for up to $4,900 for collection development the second is a PPE grant up to $500, and the third is a digital network access grant to strengthen technology services. Due

date is September 30.

IPLAR submitted on August 20, 2020.

Due to the newest Batelle study, library items are now being quarantined 7 days before arriving at the Champaign hub and 7 days after arriving in Sherman before being processed.

**New Business:**

The board reviewed the Levy Ordinance from the August 2020 meeting.  Julie Horton made a motion to adopt the ordinance; John Barrett seconded the motion.

The library’s insurance policy is up for renewal in October.

2021 Board of Trustee elections: Current trustees Mary Contri, Liz Heubner and John Barrett are up for election in 2021. Candidates will need 35 signatures to be eligible, starting September 22.

**Continuing Business:**

The Library continues to explore the creation of a Storywalk for the new Community Park. The Library would be responsible for changing out the stories on a monthly basis. Director Kocis is connecting with potential community stakeholders to see about partnerships. Total cost would be approximately $5,000 for 16 permanent high-quality aluminum posts.

Director Kocis received a quote for $3,414 to put the gutter guard on the entire building. However, the bidding company discovered the actual issue may potentially be that the new additions to the facility were not properly fitted in the corners. Springfield Gutters quoted for four box miters need to be replaced and leveled out at $22/box, including labor. Julie Horton moved to contract with Springfield Gutters for the box miters. Mike Lang seconded the motion. A unanimous voice vote was taken.

Director Kocis distributed chapters 5-8 of “Serving Our Public 4.0: Standards for Illinois Public Libraries, 2019” as per the trustee and staff requirements for FY 2021 Per Capita Grant.

**Adjournment:** The meeting was adjourned via a motion by Julie Horton at 5:39 p.m.

Courtney Westlake seconded the motion.

Next meeting: October 21, 2020