

**Sherman Township
Library Board Meeting
Jan. 12, 2015**

The meeting of the Sherman Township Library Board was called to order at 6:30 p.m. by Pres. Shirley Thompson.

Board members:

Present: Shirley Thompson, Diane Benn, Carole Merwin, Anne Cook, Diana Moreau.

Absent: Mary Loomis.

Agenda: Diana moved and Diane seconded the agenda be accepted as presented. Motion carried unanimously.

Public Comment: None.

Minutes: Carole moved and Anne seconded the minutes of Dec. 8, 2014 be accepted with a typo correction. Motion carried unanimously.

Director's Report: See the report on file concerning programs, shelving, and the summer reading program to be announced later. Beth Mills is willing to do a scrapbook day for the library.

Old Business: Diane moved and Shirley seconded the library board hold a policy workshop on Mon. Feb. 9th at 2:00 p.m. at the library with the regular board meeting at 6:30 p.m. Motion carried unanimously.

New Business: Shirley moved and Carole seconded the library director submit time sheets electronically bi monthly to the township clerk for payment. No staff is to have over-time without board approval. Motion carried unanimously.

Diana moved and Carole seconded we pay the bills listed to be presented at the Sherman Township Board meeting (knowing the tax bill has already been paid but listed with this months bills)-Sherman Township \$250.00 (building – rent), Municipal Underwriters of Michigan \$1,522.00 (taxes –already paid),Oriental Trading \$50.99 (media –programs and Holiday event supplies), Precision Data Products \$242.40 (office supplies –ink), Demco \$99.74 (office – audio book cases), Ingram Library Service \$23.00 (media-books), Baumann's Food Pride \$7.96 (media-library programs-holiday event supplies), T.J. Smith \$95.28 (office – ink & receipt book), Petty cash/T.J. Smith \$5.12 (petty cash). Motion carried unanimously.

Bereavement policy will be discussed at the workshop. Staff is encouraged to swap hours to cover this situation.

Adjournment: Carole moved and seconded the meeting be adjourned. Motion carried unanimously. Meeting adjourned 7:50 p.m.

Respectfully submitted,

Diane Benn, Secretary
Sherman Township Library Board