

**Sherman Township  
Library Board Meeting  
Oct. 10, 2016**

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, and Mary Loomis

Absent: none.

**Agenda:** Carole moved and Anne seconded the agenda be accepted as presented. Motion carried unanimously.

**Public Comment:** none.

**Minutes:** Diana moved and Carole seconded the minutes of Sept 12<sup>th</sup> be accepted as corrected. Motion carried unanimously.

**Director's Report:** See the report on file concerning calendar, statistics, workshops, and library space. T.J. will work on the number of DVD's available per person for check out.

The library will have a Spooktacular day on Oct. 29<sup>th</sup> to include Halloween activities.

**Old Business:** At the workshop the board reviewed the Employee Manual with amendments and job descriptions to be added. Time was also spent on Library Board Policies and will require more work. T.J. will recheck the service animal language.

**New Business:** T.J. will gather information for the board to consider a memorial plaque honoring patrons for their donations.

The board workshop is this Friday in Kalamazoo. Carol, Shirley and Diane will attend traveling Thursday evening to be ready for the early morning sessions on Friday.

Carole moved and Diane seconded we pay the time sheets and the bills listed to be presented at the Sherman Township board meeting: Baumann's \$2.12 (building-maintenance), Frontier \$62.58 (building-phone), Ingram Library Services \$737.02 (media-books), Junior Library Guild \$221.20 (media-books), Baumann's \$7.97 (media-programs), Petty Cash/T.J. \$7.97 (petty cash). Motion carried unanimously.

**Adjournment:** Meeting adjourned 7:35 p.m.

Respectfully submitted,

Diane Benn, Secretary  
Sherman Township Library Board