

**Sherman Township
Library Board Meeting
October 12, 2020**

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, Mary Loomis, Diana Moreau, Carole Merwin, and Anne Cooke.

Absent: no one

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

Public Comment: none

Minutes: Shirley moved and Carole seconded the minutes be accepted as presented. Motion carried unanimously.

Director's Report: The director will order a dozen magazines.

T.J. sent in the grant papers and will get a DVD burner with that funding.

Trello is a management tool that will help T.J. and staff be apprized of what everyone is doing.

Old Business: The library will maintain the posted hours but, if short staffed, will resort to curb side if unable to fill the vacancy. To fill a vacancy, T.J. was directed to begin with the most senior person first and go down the list. The second time this is necessary the requests to fill in will start with the seconded senior person, third time the third person on the list is the first called etc. This will ensure every staff person gets treated exactly the same.

New Business: In January the board will review the value of Saturday hours- to continue or not. If weather prevents the library from being open the first Saturday the library will be open the following Saturday.

Diana moved and Carole seconded a motion to pay the bills and time sheets to be presented at the Sherman Township meeting: Charter Communications \$77.98 (month over due-media-monthly internet access), Frontier \$159.32 (month over due- building-phone), Michigan Library Association \$95.00 (staff development-virtual annual conference access), Sherman Township \$250.00 (building-rent). Motion carried unanimously.

Adjournment: The meeting adjourned at 7:30 p.m. The next regular meeting will be at November 9th at 6:30 p.m. at the library.

Respectfully submitted,
Diane Benn, Sec.
Sherman Township Library Board