

**Sherman Township**  
**Library Board Meeting**

Draft

Approved  
As corrected

May 9, 2011

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

**Board members:**

Present: Keven Johnson, Shirley Thompson, Diane Benn, Carole Merwin, Teresa Clark, Anne Cook

Absent:

**Agenda:**

**Public Comment:**

None.

**Minutes:** Shirley moved and Carole seconded that the minutes be approved as corrected. Motion carried.

**Directors Report:** Ben explained why he did a "soft" opening because the staff had not been trained yet. The two hired staffers are Heather Vollmar and Tarryn Noble. The computer is being used for book check out. He was asked to keep a separate list of DVD and VHS check out numbers. He was also asked to send weekly e-mails to each board member to keep the board apprised of library events.

The Chase card is to go directly to the board for direct return payment.

Staff training will be May 23 and 24<sup>th</sup> with the library being closed on Tues. the 24<sup>th</sup>.

Notices for over due books will be sent via e-mail after a week grace period.

After 2 months the notice will be sent by regular mail. If the item is returned damaged but usable a \$5 fee is suggested. If the item needs to be replaced, the charge to the patron is the publisher's price. After 3 months the patron will be unable to check out anything and will be charged the retail cost of the lost or overdue items.

Classes from the elementary are scheduled to visit the library during closed hours. A third grade visited today.

The summer reading program is being created and will begin the end of June.

The secretary was asked to send a thank you to Marcia Laughlin from Barryton for her computer tech support.

**Old Business:** Weidman Daze on July 9th was discussed. The library will participate (to be decided where and how later).

A sample of By Laws was given to each board member. We will work on completing a set of by laws at the next meeting.

Employee payroll is now on automatic direct deposit. Pay checks will reflect one week behind in the pay period schedule.

**New Business:** Diane moved and Keven seconded that we pay the submitted bills listed and present them to the township board for payment. Motion carried. Payroll for Ben and Heather, Auto Graphics \$4,050.00, BWI \$301.46, Chase Card \$85.94, Demco \$87.44, Frontier \$39.16, Raco Industries \$254.98, Weidman Pro Hardware \$78.89, Winn Telecom \$60.00.

An October library conference will be held in Kalamazoo. The Rural Library Conference will be in the spring in Traverse City and it is suggested board members as well as library staff attend.

Shirley moved and Keven seconded we change the monthly meeting to the second Monday of the month at 6:30 at the library to enable the director to attend. Motion carried.

Shirley moved and Teresa seconded the meeting be adjourned. Motion carried. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Diane Benn, Secretary  
Sherman Township Library Board