

**Sherman Township
Library Board Meeting
July 13, 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.
Absent: Anne Cook.

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

Public Comment: none

Minutes: Shirley moved and Diana seconded the minutes of the regular meeting June 8th and the special meeting of June 28th be accepted as presented with the typo in Carole's name corrected. Motion carried unanimously.

Director's Report: See the director's report on file concerning summer reading program, library use and the collection. T.J. will inform patrons of library events by face book instead of post cards. She will post something every other day or so to inform patrons of changes, new books, e books, etc.

T.J. will check on adding e books available to our patrons. The cost is approximately \$1,000 per year. Remus does not have e books and Barryton has only those available thorough their co op. Our MeLCat will begin services Aug.10th.

T.J. will make a new contact list for board members and staff.

Old Business: Opening procedures were discussed. It was suggested T.J. make time to train staff about the new covid guidelines at the beginning of each persons shift Masks are required for everyone in the library.

Carole moved and Diana seconded a wireless doorbell be purchased and installed at the locked front door with a sign to ring for entry. Motion carried unanimously.

New Business: The staff is doing frequent cleanings of the men's bathroom (presently the only one for public use). The 2weeks-on-2-weeks-off schedule was given to the board.

Shirley moved and Mary seconded based on the state policy of per square feet for each person in a building, no more than 11 people in the library at one time this includes the staff. This is approximately equivalent to a family and 2 other people. Motion carried unanimously.

Carole moved and Mary seconded a motion to pay the bills and time sheets to be presented at the Sherman Township board meeting: Charter Communications \$38.99 (media-monthly internet access), Frontier \$80.02 (building-phone), Ingram Library Services \$2,284.07 (collection-books), Midwest Collaborative for Library Services \$2,259.81 (media-annual MeLCat delivery contract fee), Petty cash/T.J. Smith \$170.13 (petty cash), Sherman Township \$250.00 (building-monthly rent), Summit Companies \$47.00 (building-annual extinguisher inspection), and T.J. Smith \$382.18 (reimbursement-PPE supplies). Motion carried unanimously.

Adjournment: The meeting adjourned at 7:48 p.m. The next regular meeting will be Aug. 10th 2020 at 6:30 p.m. at the library.

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