

Sherman Township
Library Board Meeting
July 6, 2015

Draft

Approved ✓

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

Board Members:

Present: Shirley Thompson, Carole Merwin, Anne Cook, Diana Moreau and Mary Loomis

Absent: Diane Benn

Motion to Approve Agenda: Anne moved and Diana seconded the motion. Motion carried.

Public Comment: None

Old Business:

Minutes: Carole moved and Anne seconded the minutes of June 8, 2015 be approved as presented. Motion carried.

Programs: See Director's Report on file. Weidman Days schedule is finalized. Volunteers are needed to help clean-up after the movie Saturday night. Summer reading has begun.

Building Update: Building concerns include: roof leakage (at bid level with Sherman Township), interior lighting-possible water damage, parking lot striping (at bid level with Sherman Township), trail mowing (Lions Club will be notified).

New Business:

Staff Resignation: Jamie has resigned. The position has been posted with a deadline of July 11, 2015. Weidman Days events, as well as programming, may need to be altered. Current staff will pick up hours. Discussion followed on Library training conferences and related policies.

Employee Handbook: Discussion followed on the need to update/review exit policies and procedures. A policy workshop may be scheduled for September, 2015.

Payment of Bills and Payroll: Anne moved and Diana seconded a motion to submit bills as listed and employee time sheets to the Sherman Township board to be paid. Motion carried. Sherman Township \$250 (building-rent), Frontier \$103.31 (building-phone), Ingram Library Services \$236.13 (media-books), Ingram Library Services \$22.51 (media-books), Ingram Library Services \$584.41 (media-books), Ingram Library Services \$19.37 (media-books), Staples Advantage \$10.29 (office-equipment), Streakwave Wireless \$216.59 (office-equipment), CDW Government \$70.00 (office-equipment), and Petty Cash/T.J. Smith \$14.98 (petty cash).

The next Sherman Township Library Board Meeting will be August 3, 2015.

Adjournment: Diana moved and Mary seconded a motion to adjourn at 7:18 PM. Motion carried.

Respectfully submitted,

Carole Merwin
Sherman Township Library Board