

Sherman Township
Library Board Meeting
July 9, 2013

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

Absent: Diane Benn

Approval of Agenda: Diana moved and Anne seconded. Motion carried.

Public Comment: None

Old Business:

Minutes: Shirley moved and Anne seconded the minutes of June 10, 2013 be approved as presented. Motion carried.

Inventory of Library Items: Director T.J. Smith reported the inventory was almost finished. Pictures still need to be taken for insurance purposes. A copy of the both the completed inventory and pictures will be stored with Board President, Shirley Thompson, and with Sherman Township.

Bike Rack: Will be installed by the weekend.

New Business:

Blinds for windows, Door mat: We have the measurements for replacement blinds for two windows and those will be purchased before the next meeting; the doormat also. Several new keys for the front door lock need to be provided for library and cleaning staff for the security of staff personal items and cleaning supplies.

Air Conditioning: A new thermostat was installed.

Directors Report: Highlights: The summer reading programs are in full swing with an average 15 pre-schoolers on Tuesdays (story hour) and 20 school-age on Wednesdays (with crafts). An average of 4 patrons attend Book Buzz. Weidman Days is scheduled for the weekend of July 12,13 and 14, 2013. We will be conducting a donated book sale on Friday (12th) from 9 am to 5:30 pm and Saturday (13th) from 9 am to 2 or 3 pm. Our regular library hours will be extended on those days. Discussion followed asking for and suggesting new ideas for patron group participation, such as genealogy. Shirley moved and Anne seconded a motion to increase the color copy fee from \$.25 to \$.50 per copy as of August 1, 2013. Motion carried.

Library Policies: Discussion on which policies should be included in the employee handbook followed. A policy was suggested on the order of notifying Township personnel for building maintenance questions and problems.

Payment of Bills: Diana moved and Anne seconded a motion to submit bills as listed to the Sherman Township board: Sherman Township \$150 (rent), Hometown Builders \$300, Baker & Taylor \$6.54 (books), Ingram Library Services \$717.36 (book order 72506478), Winn Communications \$5.30, Family Circle \$15 (1 yr), FamilyFun \$12 (1 yr), Parents \$5 (1 yr), Men's Journal \$11.88 (1 yr), US Weekly \$67.08 (1yr), Michigan Sportsman \$12.99 (1yr), EQUUS \$14.97 (1yr), Psychology Today \$15.97 (1yr), Weight Watchers Magazine \$14.95 (1 yr), Discover \$15.00

(1 yr), Guitar World \$14.95 (1yr), Scientific American Mind \$19.95 (1yr), Cat Fancy \$15 (1yr), Motor Trend \$12.00 (1yr), Cosmopolitan \$15 (1yr), Women's Health \$23.94 (1yr), TJ Smith \$89 (program supplies reimbursement), The Library Network \$2,641.70, Precision Data Products \$360.60, Brodart Co \$24.38, Quill \$78.23.
Motion carried.

Adjourn: Shirley moved and Anne seconded a motion to adjourn at 7:18 PM. Motion carried.

Respectfully submitted,

Carole Merwin
Sherman Township Library Board