

Minutes of the Sherrard Public Library District Board of Trustees

April 17, 2018

Call to Order 7:00 P.M.

Board Members in Attendance: Allen Holdsworth, Barb Ruane, Cindy Sanders, Sarah Soliz, Sheryl Steele, and Jim DeWitt

Board Members Absent: Molly Kindelsperger

Staff: Phyllis Myers

Public Present: Joshua Eberts and his parents, Laurie Epperly

Public Comment: Joshua Eberts presented a plan to build a gazebo for his Eagle Scout Project. He would provide all materials and construct the gazebo. The board will discuss where to put the structure and give Joshua final approval for the project by the next meeting.

Friends of the Library: Director Myers and Friends of the Library member0, Laurie Epperly, presented a plan to cohost an open house to help generate interest in the Friends group. The open house would be held on Friday, May 4th from 4 to 7 with an Amish program presented by Director Myers at 6:30. We discussed the problems the Friends are having with filling offices for their board in order to be compliant with the laws governing non-profit organizations. Laurie also expressed concern about lack of storage for materials from the Friends group.

Motions:

1. Motion to approve the minutes of March 20, 2018 and Special Meeting on March 24 by Ruane, Second by DeWitt.
2. Motion to approve cohosting an open house/program with the Friends of the Library on May 4, 2018 from 4 to 7 by Holdsworth, Second by Ruane.
3. Motion to approve the Treasurer's report by Ruane, Second by Soliz.
4. Motion to appoint Phyllis Myers as the Authorization Agent of IMRF by Holdsworth, Second by Ruane.
5. Motion to adjourn at 9:15 by DeWitt, Second by Ruane.

Director: Staff is working on plans and soliciting donations for prizes for the Summer Reading Program. This year's theme is "Reading Takes You Everywhere."

Director Myers advised that we need to add technology money to the new budget for updating the software on the library's computers. She also informed us that the library had purchased software for \$75.00 to back up the library.

Laverdiere was called about the roof leak and problems with the door locks. Zach Marchant has sealed around the vent on the roof and it seems to have solved the problem. Laverdiere said to contact them if we have further problems.

Discussion:

Unfinished Business:

Landscape: Cindy Sanders reported that the village does not have restrictions on what kind/size flagpole we choose. It was decided that a 20" flagpole would be sufficient. Cindy also presented a second estimate for installing concrete between the new sidewalk and the curb. Since this estimate was twice as

high as the previous estimate we discussed having Zach Marchant give us an estimate to put crushed rock in instead of concrete. The village said we would need a new building permit for installing the flagpole and the concrete next to the new sidewalk. The board questioned whether a new permit is necessary since these are projects for the new building. Director Myers is going to track down the original building permit to see what it says.

Discussion of Grievance: Director Holdsworth went over the process the grievance committee used to investigate the grievance and presented the board with a list of policy changes to be considered. Director Myers will investigate using Hootsuite, a social media management platform.

Staff Training/Retraining ALA Policy on Privacy and Confidentiality: Director Myers will go over ALA Policy with staff.

Vacation and Personal Days Policy: In order that new fulltime employees may accrue some vacation time before completing their first year of employment, Director Myers will work on a formula based on hours worked. The Director will keep track of comp time and employees will use that time within a few days so that comp time does not accumulate.

Satisfaction Survey: Director Myers will work on developing a patron satisfaction survey after the budget for next year has been finalized.

Artwork for the Library: The board thought an art project generated with participants of the summer reading program would be a fun addition to the library. Staff member Paige Lowrey, who is a member of the Sherrard High School art club, suggested we might exhibit art work from local high school students.

New Business:

Photo Release/Group Photo Policy: We will be using release forms to use photos for media/publicity purposes for individuals. The Group Photo Policy states that participants agree to group pictures when they participate in a library program and signs will be posted stating that policy.

Front Sign Policy: The new electronic sign in front of the library will be used for library information and events only.

Library Reorganization: It was decided to change the title of the Programming Director to Programming Coordinator.

The next meeting will be May 15, 2018 at 7:00 PM..

Respectfully Submitted,

Sheryl Steele, Secretary