

Minutes of the Sherrard Public Library District Board of Trustees

February 19, 2019

Call to Order 7:00 PM.

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

Board Members Absent: Molly Kindelsperger

Staff: Tori Drews

Motions:

1. Motion to approve the minutes of February 19, 2019 and Special Meeting on February 22, 2019 by Ruane, Second by Soliz.
2. Motion to approve the Treasurer's report by Sanders, Second by Ruane.
3. Motion to accept new PTO Policy as presented with one change in the eligibility paragraph from 'sixteen hours' to 'eight hours' by Sanders, Second by Steele.
4. Motion to adjourn at 8:48 PM by Ruane, Second by DeWitt.

Library Reports: After cancellations for inclement weather in the last 2 months, Tori reported that any makeup programming was complete and we're on track for March and April programming. The spreadsheet now has statistics for total digital circulation broken down to ERead and Overdrive.

Director Report: Tori explained her 90-day plan to begin her tenure as our new library director. She also updated us on the progress of our records retention plan. We are still waiting to hear back from Dave Wooten, Records Archivist for the Illinois State Library. Also, Tori had requested a wish list from the staff, with significant items being blinds for the windows on the west side of the building and a small snow blower.

Unfinished Business:

- a. PTO Policy (new policy): After much discussion it was decided to accept the new PTO policy as presented with a change in the eligibility paragraph from sixteen to eight hours. This change will allow all the library staff to be covered under the new policy.
- b. Library Donations Received: The \$240 from the Mavis Erickson memorial will be spent on an outside bench, in the front of the library. The \$1,020 from the Joyce Chard memorial will be spent on children's services.

New Business:

- a. In-Service Day and Staff Meetings: Tori will begin having bi-monthly staff meetings on Monday, April 22. These meetings will be held 9 to 10 AM and 3:30 to 4:30 PM. Staff can choose which time works best for them. In-Service Days will be held twice a year with the library closing during the in-service. It was decided to hold the first in-service later in the year.
- b. Saturday between Good Friday and Easter: After discussion it was decided to keep the library open on this Saturday to serve our patrons.

The next meeting is April 16, 2019 at 7:00 PM.

Respectfully submitted,
Sheryl Steele, Secretary