

**Sherman Township
Library Board Meeting
April 14, 2014**

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, Carole Merwin, Anne Cook, Diana Moreau

Absent: Teresa Clark

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

Public Comment: None.

Minutes: Shirley moved and Anne seconded the minutes of the regular meeting and of the special meeting be accepted with a correction of the special meeting minutes. Motion carried.

Director's Report: See the report on file. A multi functioning fax machine is being considered for purchase. The director's report will be available before the library board meeting. T.J. will prepare paperwork for the board meetings when given to her ahead of time.

A high school creative writing group was formed to help students earn extra credit. Four students have participated.

Contact with local elementary schools should help us keep abreast of new children's authors and new titles in demand. Book purchases are based on best sellers, patron request, enhancing the collection, new authors in paperback or hard cover, and director discretion.

Old Business: At Merchants Day, cards with information about the Summer Reading Program with scientific weekly themes, and library hours were given out.

T.J. is going to the Rural Library Conference. The board is on a waiting list for available rooms. Carole moved and Anne seconded that in case the board is unable to attend the conference, the board meet to continue developing policies, by-laws, employee manual, etc. The time and place of the meeting will be determined and posted later. Motion carried.

New Business: Teresa and Diana were reminded to complete and return the necessary petition to the township clerk by April 23 to be on the November ballot for a library board position.

The director was asked to journal daily library activities in 15 minute intervals for two weeks. This will help the board in developing job descriptions, policies, interview questions, etc.

Weidman Days will serve as the Summer Reading Program kick off with toys for dogs and cats, and an author signing. It was suggested these events coordinate with the children's activities at the park. A book sale will happen at another time and place.

T.J. will contact the High School to coordinate a NHS/student volunteer effort to improve the scenic trail behind the library for community service.

T.J. was reminded to keep the board informed of library events and reminded that the board is willing to fill a shift should scheduled staff be unavailable.

Carole moved and Diana seconded that Lilah receive a .50 cent/hour raise to begin April 21 since her 90 day evaluation was satisfactory. Motion carried.

Carole moved and Diana seconded we pay the bills listed to be presented at the Sherman

Township Board meeting-Sherman Township \$250.00 (rent was increased), Winn Communications \$5.00 (media-internet), Library of Michigan \$345.00 (staff training), T.J. Smith \$72.94 (staff training- mileage), ProSource Specialties \$77.30 (supplies-programs), Midwest Collaborative for Library Services \$885.00 (supplies-programs-MelCat). Motion carried.

Diane moved and Carole seconded the library hours be increased to 38 hours per week open to patrons and 2 hours per week for directors use to begin April 21. Motion carried.

Adjournment: Shirley moved and Carole seconded the meeting be adjourned. Motion carried. Meeting adjourned 8:00p.m.

Respectfully submitted,

Diane Benn, Secretary
Sherman Township Library Board