

**St. Joseph Township-Swearingen Memorial Library Board of Trustees  
Minutes of the Thursday, March 27, 2025 meeting:**

Members present: Carol Emmerling-DiNovo (Vice President), William Hechler, Dawn Huls, Rick Ingram, Jessica Kerner (Secretary), Kathy Munday (President), Andrew Schaefer (Treasurer)  
Ingram and Kerner arrived at 7:05 pm. Munday left meeting at 8:30 pm.  
Others present: Susan McKinney (Librarian)  
Absent: None

**Call to Order**

Emmerling called the meeting to order at 7:02 pm.

**Approval of Minutes**

Munday moved to approve the minutes of the February 20, 2025 meeting. Huls seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Munday, Schaefer. The motion carried. Ingram and Kerner were absent for the vote.

Schaefer moved to approve the minutes of the March 13, 2025 Budget Committee meeting. Munday seconds. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

**Treasurer's Report**

Schaefer gave the Treasurer's Report. As of March 27, 2025, the Gifford Township account will have a balance of \$23,244.84. The Gifford Trust account will have a balance of \$13,688.62. Kerner moved to approve the Treasurer's Report. Ingram seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

The list of accounts will only have the last 4 digits of accounts to protect the security of our money. The \$90,000 of investments currently distributed:

Type/Account #	Due Date	Investment Value	Interest Rate
CD Gifford/8575	7/30/2025	30,000	2.96%
CD Longview/4641	8/24/2025	15,000	2.97%
CD Longview/1499	9/18/2025	15,000	2.97%
CD Gifford/8326	11/18/2025	15,000	2.96%
CD Longview/0145	11/29/2025	15,000	2.97%

**Librarian's Report**

McKinney submitted her report, updating the board on all activities this month. McKinney will be out of the library April 10-12. Story time has been consistent, along with the book club. Baby Music Time, hosted by the Crisis Nursery, had 8-10 people attend. Author Kent Brown will here to talk about his Illinois fans book on April 14. Junior Librarian information has been sent to the schools and meetings have been scheduled. Summer Reading Program has been scheduled, and flyers will go to the schools in early May. Spring Used Book sale starts April 28.

McKinney submitted Dave's letter of resignation to the board. He is still willing to be on call and work when an emergency arises.

## **Committee Reports**

### **Budget & Investments:**

Schaefer provided the proposed budget from the committee. Discussions were held on the changes that need to be made with Dave's resignation, along with the cleaning service changing. Hechler moved to approve the amended budget as proposed and discussed. Kerner seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

### **Building & Grounds:**

McCarty's submitted their letter of resignation, so McKinney has been looking for other options and has requested bids from other companies. We have received 5 bids ranging from \$110-200 a week. There was also a bid from Matt, who offered to clean for 2 additional hours of pay per week. Munday moved to approve Matt to clean the library for an additional 2 hours of pay per week. Huls seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

**Policy & Planning:** None Ingram says he is "on vacation."

### **Old Business**

**COVID and Library Services** -Keep as is. There have been no complaints.

**TIF Update** – McKinney is submitting the board's thoughts on the TIF District to the local paper.

**AT&T Phone Discussion** - There are currently no new affordable options for us to switch to without a buyout. The board has decided to stick with what we have for now, and continue to revisit this until we find an affordable option. Hechler moved to table this until later. Kerner seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Schaefer. Munday was absent for the vote. The motion carried.

### **New Business**

The board discussed and voted on a new cleaning service in order to finalize our budget for the 2025-2026 fiscal year. This decision also had to be made quickly, due to McCarty's submitting their resignation at the end of March.

### **Adjournment**

Hechler moved to adjourn the meeting. Schaefer seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Schaefer. Munday was absent for the vote. The motion carried.

The meeting was adjourned at 8:44 pm. The next meeting is scheduled for Thursday, April 17, 2025 at 7:00 pm.

Respectfully submitted,

Jessica Kerner, Secretary