

St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, April 19th meeting:

Members present: Shirley Evans (Secretary), William Hechler, Rick Ingram, Kathy Munday (President), Meredith Riegel (Vice President), Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian)
Absent: Darlene Allen

CALL TO ORDER

Munday called the meeting to order at 7:01 p.m.

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

Hechler made the motion to approve the minutes of the March 15th meeting as written. Evans seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of April 19, 2018, the township account has a balance of \$3713.56. The trust account has a balance of \$7482.47. Munday made a motion to approve the Treasurer's report. Riegel seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, 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 are distributed:

Type/Account#	Due Date	Investment Value	Interest Rate
CD Longview/3201	5/17/2018	15,000	1.00%
CD Gifford/8089	7/30/2018	30,000	0.40%
CD Longview/1499	9/18/2018	15,000	0.75%
CD Gifford/8151	11/18/2018	15,000	0.40%
CD Longview/3254	11/22/2019	15,000	2.00%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. McKinney pointed out some highlights of her report. FY2017 monies have started to come to some of the libraries in the area, there is a possibility that we'll get our FY2017 Per Capita Grant money within the next 2 weeks. McKinney finished the IPLAR (Illinois Public Library Annual Report) today. It is a prerequisite for the annual Per Capita Grant filing.

COMMITTEE REPORTS

Budget & Investments

McKinney discussed with Munday the possibility of asking the Township for a short-term loan or approaching one of the banks. McKinney was able to make arrangements, if needed, with Longview for such an instance. McKinney spoke with Paul Routh, township supervisor, about the possibility of a short-term loan of \$10,000 until tax money comes in at the end of May. McKinney, Munday and Schaefer went to the Township Board meeting on Tuesday, April 10th to address the Township Board about the loan. The meeting went extremely well and the Board seemed to be in agreement that they could help as long as it was legal. Routh contacted McKinney on the 17th that the board had approved the loan but that the two boards would need to sign an intergovernmental agreement. The Township Board gave the library until July 10th to pay back the money. Ingram moved to sign the agreement. Evans seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

Schaefer mentioned that the next CD is due May 17th so the Board will discuss it at the May 10th meeting.

Building & Grounds

Skalac did an inventory of light bulbs needing replaced. He replaced 6 and there are 5 more out. McKinney will be purchasing 12 more bulbs next week. Discussion about LED lighting.

Policy & Planning

No business.

OLD BUSINESS

Board discussed security cameras and the need for policies relevant to placing them in library. McKinney will get camera policies from other libraries and give copies to Ingram, Allen and Munday so that the Policy committee can meet over the summer and work on a policy to present at the September meeting. The board discussed attending a staff meeting to explain the cameras to the staff. Munday will be attending the Thursday, May 17th Staff meeting Noon to 1 p.m. to explain board position. Ingram made a motion to table security camera discussion until a future time. Evans seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

NEW BUSINESS

Evans moved to keep the slate of officers for the coming year, which is Munday, President; Riegel, Vice President; Evans, Secretary; Schaefer, Treasurer. Ingram seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

Munday left the committee appointments the same for the coming year. Budget & Investment, Evans & Schaefer; Building & Grounds, Hechler & Riegel; Policy & Planning, Allen & Ingram. Munday is an ex officio member of all committees per the policy.

ADJOURNMENT

Schaefer moved to adjourn the meeting. Hechler seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried. The meeting adjourned at 7:56 p.m. The next meeting is scheduled for Thursday, May 10, 2018 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary