

St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, March 21, 2024 meeting:

Members present: Carol Emmerling-DiNovo (Vice President), William Hechler, Dawn Huls, Rick Ingram, Jessica Kerner (Secretary), Kathy Munday (President), Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian)
Absent: None

Call to Order

Munday called the meeting to order at 7:00 pm.

Approval of Minutes

Schaefer moved to approve the minutes of the February 15, 2024 meeting. Emmerling seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

Referring back to the approval of minutes, the February minutes should read “There would be an annual fire inspection that is required for \$500 a year” under the alarm monitoring section in Old Business. Munday moved to approve the minutes of the February 15, 2024 meeting with the correction of \$500 a year. Emmerling seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

Munday moved to approve the minutes of the March 7, 2024 Budget Committee meeting as written. Schaefer seconded it. 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 21, 2024, the Gifford Township account will have a balance of \$37,953.02. The Gifford Trust account will have a balance of \$10,686.37. There are no CDs that come due until July of 2024. Hechler moved to approve the Treasurer’s Report. Huls 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	7/30/2024	30,000	3.25%
CD Longview/4641	8/24/2024	15,000	3.21%
CD Longview/1499	9/18/2024	15,000	3.21%
CD Gifford/8326	11/18/2024	15,000	3.25%
CD Longview/0145	11/22/2024	15,000	3.21%

Librarian’s Report

McKinney will be out of the library the first few weeks in April. The book club is small but steady. Junior Librarian Orientations have been scheduled, and a flyer will be sent out to the schools April 1. Summer Reading Program information will also be sent out April 1 to donors. McKinney will be working with Maria at the middle school to promote the Summer Reading Program. A couple more voter programs through the League of Women’s Voters will be scheduled in July and September. McKinney shared several letters and donations that she has received in the past month.

Committee Reports

Budget & Investments:

None

Building & Grounds:

Bill is going to come in to some maintenance on the tables. McKinney created a checklist for checking building systems every six months. The heat sensor was checked, but it was realized that the heat sensor is a one-time use. Josh Young at Barcom is currently searching for a compatible model.

Policy & Planning:

None

Old Business

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

TIF Update-No new updates.

Alarm Monitoring

Munday moved to reject the contract for alarm monitoring. Emmerling seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

New Business

Vote on FY2025 Budget

Emmerling moved to approve the FY2025 budget with the correction of the \$600 additional to Professional Services and \$100 out of Automation and \$500 out of A/V to cover the \$600. Hechler seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Kerner, Munday, Schaefer. The motion carried.

Approve Librarian, Accountant and Cleaning Service Contracts – Contracts have been signed.

Adjournment

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

The meeting was adjourned at 7:59 pm. The next meeting is scheduled for Thursday, April 25, 2024 at 7:00 pm.

Respectfully submitted,

Jessica Kerner, Secretary