

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, May 10th meeting:**

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

CALL TO ORDER

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

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

Ingram made the motion to approve the minutes of the April 19th meeting as written. Riegel seconded it. Roll Call vote: Yes: Allen, Evans, Ingram, Munday, Riegel. The motion carried.

TREASURER'S REPORT

McKinney gave the Treasurer's Report. As of May 10, 2018, the township account has a balance of \$9244.99. The trust account has a balance of \$7594.23. Munday made a motion to approve the Treasurer's report. Riegel seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel. 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. We received our FY2017 Per Capita check for \$4562.36. McKinney announced that she had been elected to the ECC Board (Electronic Content Consortium) aka MyMediaMall. She will be attending the first board meeting on May 21st in Bolingbrook. McKinney asked the board to approve the continued participation in the non-resident card program as per state law. Motion made by Munday to continue program. Ingram seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel. The motion carried.

McKinney mentioned she had received a letter from a staff member who is requesting an extended unpaid leave of absence. She asked the board to approve the unpaid leave of absence. Evans made the motion. Allen seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel. The motion carried.

COMMITTEE REPORTS

Budget & Investments

McKinney stated that we had received the money from the Township.

The next CD is due 5/17/18. Riegel moved to have Schaefer make the best decision for the library in regards to the CD that matures and then email board what decision was made. Allen seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel. The motion carried.

Building & Grounds

IL-AWC said it would be a minimum \$650 to move gas meter. Decision was made to not pursue moving gas meter. McKinney stated that the McCarty's would be shampooing the carpet over Memorial Day weekend. Front door lock was breaking so McKinney had to contact a locksmith to fix the front door. Jim Porter, Security Systems, has retired and sold his business to Access Systems. They did the repair for \$122. The light fixture over the boy's bathroom was checked by Mike Birt. The bulbs were replaced and went out after only 2 weeks. At this time, we think they were bad bulbs.

Policy & Planning

No business.

OLD BUSINESS

Ingram and Allen have received 5-7 policies from other libraries to review. Munday and Ingram will meet with the staff at the June staff meeting on June 21st.

NEW BUSINESS

None

ADJOURNMENT

Munday moved to adjourn the meeting. Evans seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel. The motion carried. The meeting adjourned at 7:40 p.m. The next meeting is scheduled for Thursday, June 14, 2018 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary