

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, November 15th 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 7:04 p.m.

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

Riegel made the motion to approve the minutes of the October 11th 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 November 15, 2018, the township account has a balance of \$67017.50. The trust account has a balance of \$8026.74. Ingram made the motion to approve the Treasurer's report. Munday 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:

<u>Type/Account#</u>	<u>Due Date</u>	<u>Investment Value</u>	<u>Interest Rate</u>
CD Gifford/8151	11/18/2018	15,000	0.40%
CD Longview/3287	6/22/2019	15,000	2.00%
CD Gifford/8267	7/30/2019	30,000	2.25%
CD Longview/1499	9/18/2019	15,000	1.24%
CD Longview/3254	11/22/2019	15,000	2.00%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. Ad for new staff member will be in News-Gazette on November 25th and 28th. McKinney will be on Jury duty the week of December 3rd. Staff will cover any time McKinney has to be away. Scott Potter, a patron who does 360° virtual tours of businesses created a free 360° virtual tour of the library. It is accessible on Google Maps/Street view and McKinney posted a link on the library's facebook page. McKinney led a discussion about ebooks and their usage/cost.

COMMITTEE REPORTS

Budget & Investments

Schaefer reported that a CD will mature on 11/18/18. He is going to talk to Rosalie at Gifford to see if they will match Longview's offer. The CD is currently .75% and that is what Gifford is offering. Longview has a CD for 1.25%. Riegel moved to allow Schaefer to make the best decision for the library. Munday seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried. Ingram moved to accept the Treasurer's report. Riegel seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

Building & Grounds

McKinney has spoken with Andrew Guelfi of BSA Troop 40 and they will replace the rope. Wasps are nesting in 3 holes in the bricks by the door. Terminix told McKinney she needed to caulk the holes to prevent further nesting. Hechler will caulk the holes. Schaefer asked about gutter cleaning. Hechler volunteered to bring a ladder and take care of the gutters.

Policy & Planning

Ingram brought up the patron confidentiality ordinance that McKinney had forwarded to him. McKinney will get a copy to all board members for review. It will be discussed and voted on at the January 2019 meeting.

OLD BUSINESS

Mike Birt's quote for security camera installation is unchanged. It will cost \$800 for 4 cameras and installation. Motion to accept quote made by Munday. Schaefer seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

NEW BUSINESS

The board reviewed four chapters of the Trustees Fact File for the FY2019 Per Capita grant application. The board discussed those chapters and the library's meeting of those requirements. The library also discussed Chapter 8 of "Serving the Public" about Reference services. The Librarian and board also discussed the training webinars that the staff and the Board President had viewed about serving patrons with disabilities and challenges. There was a discussion on how the library handles patrons with special needs and programs that we have offered or are offering currently. The board stated that they believe that the library does an excellent job in meeting these requirements.

The board set the meeting dates for 2019: January 17th, February 21st, March 14th, April 18th, May 9th, June 13th, September 19th, October 10th, November 21st. No meetings in July, August December. All meeting times and dates subject to change.

ADJOURNMENT

Ingram 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 8:06 p.m. The next meeting is scheduled for Thursday, January 17, 2019 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary