

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, November 16th meeting:**

Members present: Darlene Allen, Shirley Evans (Secretary), William Hechler, Rick Ingram, Kathy Munday (President), Meredith Riegel (Vice President), Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian)
Absent: None

CALL TO ORDER

Munday called the meeting to order at 6:58 p.m.

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

Ingram made the motion to approve the minutes of the October 12th meeting as corrected. Allen seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of November 16, 2017, the township account has a balance of \$52,933.24. The trust account has a balance of \$7005.70. Evans made a motion to approve the Treasurer's report. Munday seconded it. Roll Call vote: Yes: Allen, 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 Gifford/4664	11/18/2017	15,000	0.35%
CD Longview/0083	3/18/2018	15,000	0.50%
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%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. McKinney reiterated holiday closing dates: December 23, 25, 30 and January 1st. McKinney mentioned dates she would be out of town.

COMMITTEE REPORTS

Budget & Investments

Schaefer discussed interest rates at Busey, Gifford and Longview for note maturing on 11/18/17 at Gifford Bank. Longview is offering .75% so Schaefer is going to call Gifford Bank on Friday to see if they will match. Riegel moved that Schaefer make the investment in the best interest of the library. Ingram seconded. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried. Schaefer will email McKinney who will let the rest of the board know the results.

Building & Grounds

McKinney announced that the tile would be repaired on Friday, December 1st. We should only have to be closed on that Friday. Flooring America purchased 2 boxes of tiles and we will have the extras here for any future needs.

Policy & Planning

Ingram stated that after reviewing policy, committee did not need to meet on fines and that the board should make a recommendation to library staff.

OLD BUSINESS

Ingram moved to raise the fines on books and magazines from 5¢ to 10¢; fines on audiobooks and cds from 10¢ to 25¢, effective January 2, 2018. Evans seconded. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

NEW BUSINESS

The board discussed FY2018 Per Capita Grant requirements for the grant application. Librarian will document the discussion results in the application.

The board set the library board meeting dates for 2018: January 18, February 15, March 15, April 19, May 10, June 14, September 20, October 11, November 15. There will be no meetings in July, August or December.

ADJOURNMENT

Riegel moved to adjourn the meeting. Evans seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried. The meeting adjourned at 7:58 p.m. The next meeting is scheduled for Thursday, January 18, 2018 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary