

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

Members present: Darlene Allen, Carol Emmerling, Shirley Evans (Secretary), William Hechler, Rick Ingram, 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 p.m.

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of October 10, 2019, the township account has a balance of \$68,381.89. The trust account has a balance of \$6,213.03. Munday made the motion to approve the Treasurer's report. Evans seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Hechler, Ingram, 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 are distributed:

Type/Account#	Due Date	Investment Value	Interest Rate
CD Gifford/8326	11/18/2019	15,000	1.25%
CD Longview/3254	11/22/2019	15,000	2.00%
CD Gifford/8267	7/30/2020	30,000	2.62%
CD Longview/4641	8/24/2020	15,000	2.62%
CD Longview/1499	9/18/2020	15,000	1.24%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. The activities of the library were highlighted by McKinney for the past month. McKinney asked permission to have 2 weeks of vacation in July (July 1-14, 2020) to travel for Amaranth. Schaefer moved that the board give her permission. Allen seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Hechler, Ingram, Munday, Schaefer. The motion carried.

COMMITTEE REPORTS

Budget & Investments

The next CD matures on November 18th. Schaefer will have rates at the next meeting.

Building & Grounds

McKinney talked to Undercutters Lawn Care who is also offering snow removal. They submitted a bid of \$35 each time up to 4". If it is over 4" it will be \$70. Ingram moved to accept the bid. Evans seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Hechler, Ingram, Munday, Schaefer. The motion carried.

Policy & Planning

None

OLD BUSINESS

We received and paid the bill from Mike Birt for the camera installation. It was \$1000, which is around the price he quoted.

NEW BUSINESS

The board set the meeting dates for 2020: January 16, February 13, March 12, April 9, May 7, June 18, September 17, October 22, November 19.

The board discussed the Per Capita Grant requirements. The board went over Chapter 3 of "Serving Our Public" and after reviewing the checklist agreed that we meet all requirements. McKinney handed out information for the web sites

the board is to review for discussion next month for the application. Munday will do the webinar for Organization Management.

ADJOURNMENT

Ingram moved to adjourn the meeting. Emmerling seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Hechler, Ingram, Munday, Schaefer. The motion carried. The meeting adjourned at 8:02 p.m. The next meeting is scheduled for Thursday, November 21, 2019 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary