

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, September, 2023 meeting:**

Members present: Carol Emmerling-DiNovo (Vice President), William Hechler, Dawn Huls, Rick Ingram, Kathy Munday (President), Andrew Schaefer (Treasurer)

Others present: Susan McKinney (Librarian)

Absent: Jessica Kerner (Secretary)

Call to Order

Munday called the meeting to order at 7:03 pm.

Approval of Minutes

Emmerling moved to approve the minutes of the June 15th meeting as written. Ingram seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Munday, Schaefer. The motion carried.

Treasurer's Report

Schaefer gave the Treasurer's Report. As of September 21, 2023, the Gifford Township account has a balance of \$77,151.26. The Gifford Trust account has a balance of \$9873.41. Schaefer took care of the CDs that came due during the summer months. Munday moved to approve the Treasurer's Report. Ingram seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, 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 distributed:

Type/Account #	Due Date	Investment Value	Interest Rate
CD Gifford/8326	11/18/2023	15,000	1.00%
CD Longview/3254	11/22/2023	15,000	0.35%
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%

Librarian's Report

McKinney submitted her report. McKinney will be out of town October 5-7. She will be taking book order paperwork to work on while gone. The Summer Reading Program ended on July 8th. There were 90 participants in the children category that finished at least one level out of the 137 registered. 13 teens completed at least one level out of the 24 registered, and 68 adults that completed at least one level out of 103 registered. The store was open July 17-29, with 79 children, 11 teens, and 62 adults claiming prizes. The 17 Junior Librarians worked until July 8th, and all seemed to really enjoy it. More people are starting to use the SHARE Mobile App and patrons have asked if the library would scan the bar code on the app as their library card. After the storms that passed through on July 28th, Cory Swanson took down the chimney façade and temporarily patched the roof leak as well as running the new hot water heater exhaust. Plans are for the roof to be replaced on October 16th. The library was nominated by an Ameren employee for the "Love Your Library" grant. McKinney received word on September 1st that we have been selected for a \$2000 unrestricted grant. We should receive the money by November 17th and will discuss at the October or November board meeting. McKinney received information about a symposium being held by the League of Women Voters on September 27th about the role of libraries and how they have not changed. The LWV will be at the February staff meeting to go over voter registration and election information for the March primary. They will also hold a voter registration drive at the library in February.

McKinney requested to increase petty cash to \$100.00. Hechler moved to increase petty cash to \$100. Schaefer seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Munday, Schaefer. The motion carried.

Per the question from patrons in McKinney's report, the board discussed whether to allow the scan of the SHARE Mobile App in place of the library card. Munday moved to allow patrons to use the app as their library card. Huls seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Munday, Schaefer. The motion carried.

The board reviewed chapters 1-4 in Serving Our Public 4.0. The light safety standards were discussed, as the village may not replace the light on the south side of the parking lot.

Committee Reports

Budget & Investments:

None

Building & Grounds:

None

Policy & Planning:

None

Old Business

COVID and Library Services

Keep as is. There have been no complaints.

New Business

Library's Copier Lease

The lease has ended on the copier. The lease will be \$84.20 a month for 5 years, plus the cost of paper. Hechler moved we sign the lease to keep the copier. Schaefer seconded it. Roll Call vote: Yes: Emmerling, Hechler, Huls, Ingram, Schaefer. Abstain: Munday. The motion carried.

VESSA State Law

Victim's Economic Security and Safety Act allows 12 weeks unpaid leave for victims of domestic violence. The Policy and Planning Committee needs to review the law and its impact on our policies.

Adjournment

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

The meeting was adjourned at 8:21 pm. The next meeting is scheduled for Thursday, October 12, 2023 at 7:00 pm.

Respectfully submitted,

Carol Emmerling-DiVono, Secretary Pro-Tem