

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, September 20th 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:

CALL TO ORDER

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

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

Allen made the motion to approve the minutes of the June 14th meeting as written. Schaefer seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

Ingram made the motion to approve the minutes of the August 29th Policy & Planning Committee meeting as written. Munday 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 September 20, 2018, the township account has a balance of \$52,826.12. The trust account has a balance of \$7856.49. Ingram made the 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/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. McKinney highlighted some items on her report including her vacation time. She reported on final numbers from the summer reading program; damage to outside book drop; someone cutting up News-Gazette; library visits and forthcoming events. Skalac resigned effective August 1st. He asked to be able to be a substitute with notification for Saturdays. Ann has gone to Tuesdays 9-3 only. McKinney would like to possibly hire someone after the 1st of the year to gear up for next summer. At this time, there are a few hours during the week with only 1 person working.

COMMITTEE REPORTS

Budget & Investments

Schaefer reported that a CD matured on 9/18/18. The CD is at Longview and the interest rate is 1.24%. Ingram moved to let CD roll over. Evans seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

The next CD matures 11/18/18 at Gifford.

Building & Grounds

McKinney mentioned that Round-up might need to be applied again around the bricks. Also it looks like we might need a new rope for the flag pole. McKinney will contact boy scouts about replacing rope.

Policy & Planning

The policy committee submitted a proposed amendment regarding video surveillance for the library. The board reviewed the draft policy. Munday said that the staff was good with the idea of video surveillance as a safety precaution. Hechler moved to add the policy as Section 5, Article XI and move Article XI to Article XII. Riegel seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

OLD BUSINESS

NEW BUSINESS

The vote on the addition of video surveillance to the library per Mike Birt's quote will be on the October agenda.

McKinney distributed a spreadsheet of library closing over Thanksgiving in the IHLS area. The board discussed the idea of closing Friday this year to test the waters. Closing early on Wednesday was also discussed. Staff will be paid for the hours as holiday pay. Riegel moved to close on Wednesday at 6 p.m. the Wednesday before Thanksgiving and be closed the Friday after Thanksgiving as well. Hechler seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

ADJOURNMENT

Allen moved to adjourn the meeting. Ingram seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried. The meeting adjourned at 7:57 p.m. The next meeting is scheduled for Thursday, October 11, 2018 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary