

**St. Joseph Township-Swearingen Memorial Library Board of Trustees  
Minutes of the Thursday, January 17th 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 7:01 p.m.

**INTRODUCTION OF VISITORS**

None

**APPROVAL OF MINUTES**

Ingram made the motion to approve the minutes of the November 15<sup>th</sup> meeting as written. Schaefer 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 January 17, 2018, the township account has a balance of \$48,249.88. The trust account has a balance of \$8,136.22. Evans made the motion to approve the Treasurer's report. Riegel 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:

Type/Account#	Due Date	Investment Value	Interest Rate
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%
CD Gifford/8326	11/18/2019	15,000	1.25%

**LIBRARIAN'S REPORT**

The written report was submitted by McKinney. McKinney read Vaughen's resignation letter. McKinney discussed 2 FOIA requests from LocalLabs. Cheryl Bosley was hired to replace Vaughen and Skalac. She will work 22 hours/week. She started on 1/17/19 with the staff lunch. Her first day of work will be 1/18/19. A former resident and library board member passed away in Florida, Judy Kurlakowski, and her family has requested donations go to the library. We have received \$600 so far. McKinney spoke to her husband and he said the money could go to books. The book sale is going really well and since we have the donation to books, McKinney stated that she would put the book sale proceeds in the AV budget since it's a little tight. McKinney reminded the board that she would be out of the library January 24-28 to help run a convention in Champaign.

**COMMITTEE REPORTS**

**Budget & Investments**

Schaefer reported that Gifford matched Longview's offer of 1.25% so the CD in November stayed at Gifford with an interest rate of 1.25%. The next CD does not come due until 6/22/19.

**Building & Grounds**

Schaefer asked McKinney about flag rope. Boy Scouts have not done it yet. It was suggested to McKinney by Lynn's Snow Removal to find a new snow removal service for next year. Munday is putting out for bids this summer so she will give her list to McKinney. McKinney contacted Birt about lighting and cameras; she is waiting to hear back.

**Policy & Planning**

Ingram and McKinney presented the Patron Confidentiality policy to be included in the library policy. Riegel moved to accept. Schaefer seconded. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

"V. General Library Services, Article III, Section 11" will be removed and Section 12 renumbered to Section 11. This policy will be "V. General Library Services, Article IV" and the subsequent Articles renumbered.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURNMENT**

Ingram moved to adjourn the meeting. Schaefer seconded it. Roll Call vote: Yes: Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried. The meeting adjourned at 8:05 p.m. The next meeting is scheduled for Thursday, February 21, 2019 at 7 p.m.

Respectfully submitted,  
Shirley Evans, Secretary