

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, January 18th 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 7:00 p.m.

INTRODUCTION OF VISITORS

None

APPROVAL OF MINUTES

Ingram made the motion to approve the minutes of the November 16th meeting as written. 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 January 18, 2018, the township account has a balance of \$32,983.76. The trust account has a balance of \$7171.02. 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 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%
CD Gifford/8151	11/18/2018	15,000	0.40%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. McKinney went over her packet of everything that's happened since the November meeting. The Active Shooter training was December 7th. It was attended by all the staff, three board members and 2 librarians from local libraries. The Winter Book Sale is currently running until February 1st. There are several programs scheduled for the next couple of months at the library. A situation arose during Adult Coloring Time on December 27th. McKinney spoke to the family involved and informed them that if the behavior happened again, she would ban them from the library for 30 days. Amongst the other things, McKinney spoke briefly about the water meter freezing up twice and the hard drive in the workroom computer needing to be replaced. There was a discussion on data recovery and data backups.

COMMITTEE REPORTS

Budget & Investments

No business. The next CD comes due in March.

Building & Grounds

No business.

Policy & Planning

McKinney updated the board on the new requirement from the State Legislature for a Sexual Harassment Policy. Ingram and Allen presented their draft policy. Hechler moved to accept the draft; Schaefer seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

OLD BUSINESS

Munday is having surgery on February 14. The board decided to move the meeting to February 8th.

NEW BUSINESS

St. Joseph Township finished the annual financial report for the Illinois State Comptroller for the year ending 3/31/2017. Munday moved to approve and accept this report. Ingram seconded it. Roll Call vote: Yes: Allen, Evans, Hechler, Ingram, Munday, Riegel, Schaefer. The motion carried.

ADJOURNMENT

Munday 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 7:55 p.m. The next meeting is scheduled for Thursday, February 8, 2018 at 7 p.m.

Respectfully submitted,
Shirley Evans, Secretary