

**St. Joseph Township-Swearingen Memorial Library Board of Trustees  
Minutes of the Thursday, May 7th meeting:**

*Members present:* Darlene Allen (via telephone), Carol Emmerling, Shirley Evans (Secretary), Rick Ingram, Kathy Munday (President), Andrew Schaefer (Treasurer)  
*Others present:* Susan McKinney (Librarian)  
*Absent:* William Hechler (Vice President)

**CALL TO ORDER**

Munday called the meeting to order at 7:02 p.m.

**INTRODUCTION OF VISITORS**

None

**APPROVAL OF MINUTES**

Ingram made the motion to approve the minutes of the March 12<sup>th</sup> meeting as written. Emmerling seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Ingram, Munday, Schaefer. The motion carried.

Ingram made the motion to approve the minutes of the Thursday, March 19<sup>th</sup> special board meeting as written. Emmerling seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Ingram, Munday, Schaefer. The motion carried.

**TREASURER'S REPORT**

Schaefer gave the Treasurer's Report. As of May 7, 2020, the township account has a balance of \$22,256.14. The trust account has a balance of \$7,526.55. Evans made the motion to approve the Treasurer's report. Emmerling seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, 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/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%
CD Gifford/8326	11/18/2020	15,000	1.25%
CD Longview/3254	11/22/2021	15,000	1.34%

**LIBRARIAN'S REPORT**

The written report for the last two months was submitted by McKinney. The Staff has been working on various projects in the library from shelf-reading to preparing summer reading program prizes, papers and crafts. During April shutdown, McKinney sent weekly summaries of staff activities to the board. This will continue.

**COMMITTEE REPORTS**

**Budget & Investments**

No CDs mature until 7/30/2020. Tiffany found a miscalculation in budget when entering it in Quicken and we have an extra \$3139.50 in payroll. Paul Routh, township supervisor, told Susan the levy for this year will be 154543.61 instead of the 151225.00 she was told.

**Building & Grounds**

McKinney mentioned that a part of the soffet has come loose and wasps might be building nest. Terminix is spraying tomorrow (Friday) and McKinney will contact company who replaced soffits.

**Policy & Planning**

Ingram submitted a proposed policy change regarding remote attendance by trustees. It will be voted on at the June meeting.

**OLD BUSINESS**

COVID-19: There is a library trustee webinar on Thursday, May 14<sup>th</sup> that the trustees are invited to attend regarding COVID and reopening plans via Zoom. McKinney stated that as long as state is at gatherings of 10 or less she would prefer the library to remain closed to public but continue curbside service. All other programs would be cancelled until we can have 50 or less people in the library. The board concurred with her opinion. Munday moved that the library remain closed but providing curbside service until Illinois is at Stage 4 of the Governor's plan to reopen. Schaefer seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Ingram, Munday, Schaefer. The motion carried.

### **NEW BUSINESS**

Evans moved to re-elect the current slate of officers. Ingram seconded. Officers elected: Kathy Munday, President; Bill Hechler, Vice President; Shirley Evans, Secretary; Andrew Schaefer, Treasurer.

Munday appointed the following committees: Budget & Investment: Evans and Schaefer; Building & Grounds: Emmerling and Hechler; Policy & Planning: Allen and Ingram.

McKinney highlighted curbside delivery service which started May 4<sup>th</sup> in this COVID-19 time line. Curbside will continue until we can open again barring another Executive Order from the Governor.

McKinney presented the plan on how to run summer reading program while closed to the public. Log Sheets will be distributed by Facebook, the Web site, Wowbrary and be picked up by curbside. The reading program will run June 8<sup>th</sup> to July 4<sup>th</sup>. Log Sheets will be turned in August 1-31 and prizes will be given at that point to all ages 3-100+. There will be no party, no store, no big board game, no coins this summer. Susan is sending a letter to sponsors to let them know of the changes for this year.

All other library activities (Bingo, Coloring, Quilting) will be cancelled until we are open again.

### **ADJOURNMENT**

Munday moved to adjourn the meeting. Ingram seconded it. Roll Call vote: Yes: Allen, Emmerling, Evans, Ingram, Munday, Schaefer. The motion carried. The meeting adjourned at 8:16 p.m. The next meeting is scheduled for Thursday, June 18, 2020 at 7 p.m.

Respectfully submitted,  
Shirley Evans, Secretary