

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, February 9th meeting:**

Members present: William Hechler, Kathy Munday (Vice President), Diane Rigdon, Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian)
Absent: Meredith Riegel, Geni Roark (Secretary)

CALL TO ORDER

Munday called the meeting to order at 7:00 p.m.

INTRODUCTION OF VISITORS

No Visitors

APPROVAL OF MINUTES

Rigdon made the motion to approve the minutes as written. Schaefer seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Schaefer. The motion carried.

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of February 9, 2017, the township account has a balance of \$31,509.50. The trust account has a balance of \$8,152.57. Munday made a motion to approve the Treasurer's report. Rigdon seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, 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 disbursed:

<u>Type/Account#</u>	<u>Due Date</u>	<u>Investment Value</u>	<u>Interest Rate</u>
CD Longview/0083	3/18/2017	15,000	0.50%
CD Gifford/5034	5/9/2017	15,000	0.35%
CD Gifford/5890	7/30/2017	30,000	0.35%
CD Longview/1499	9/18/2017	15,000	0.50%
CD Gifford/4664	11/18/2017	15,000	0.35%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. McKinney discussed various events happening at the library. McKinney presented her annual report and the employee evaluations at the meeting. McKinney has finished her yearly FOIA and OMA training.

COMMITTEE REPORTS

Budget & Investments

Schaefer stated that next CD is due in March. McKinney presented FY2018 Proposed budget at the meeting for the Budget committee to review before the March meeting. Voting on the budget will happen at the March meeting.

Building & Grounds

None

Policy & Planning

McKinney presented the letter received from the State Library on Employee/Trustee Reimbursement policy. After reviewing our policy, we do not need to make modifications.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Hechler moved to adjourn the meeting. Schaefer seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Schaefer. The motion carried. The meeting adjourned at 7:29 p.m. The next meeting is scheduled for Thursday, March 16th, 2017 at 7 p.m.

Respectfully submitted,
Susan McKinney, Secretary Protem