

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, November 17th meeting:**

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

CALL TO ORDER

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

INTRODUCTION OF VISITORS

No Visitors

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of November 17, 2016, the township account has a balance of \$60,757.36. The trust account has a balance of \$8,207.46. Roark made a motion to approve the Treasurer's report. Rigdon seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Roark, 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:

Type/Account#	Due Date	Investment Value	Interest Rate
CD Gifford/4664	11/18/2016	15,000	0.35%
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%

LIBRARIAN'S REPORT

The written report was submitted by McKinney. McKinney discussed various things in her report. McKinney discussed the 2017 Christmas days the library would be closed. Hechler moved for the library to be closed Saturday, December 23rd and December 30th. Munday seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Roark, Schaefer. The motion carried.

McKinney and the Board discussed the Per Capita grant questions for this year's application. We discussed Chapter 6, "Access". We also had a discussion on how the library provides educational opportunities to the community.

COMMITTEE REPORTS

Budget & Investments

Schaefer got quotes from the bank on the cd coming due 11/18/16. Schaefer moved to keep the CD at Gifford. Roark seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Roark, Schaefer. The motion carried. McKinney updated the board on the Franklin proposal. She met with David Thies, the lawyer, in September and then spoke with Ben Franklin on the phone. As of this date, the proposal is on hold indefinitely.

Building & Grounds

McKinney said the water fountain was replaced by Simply Plumbing. However other repairs have also been needed. The toilet seal in the women's bathroom needed replacing and the sink in the woman's restroom needed a new faucet and pipes due to being worn out and rusted. With all the building repairs this year, the budget line for building is over budget.

Policy & Planning

None

OLD BUSINESS

None

NEW BUSINESS

The board set its meeting dates for 2017. January 19th, February 9th, March 16th, April 20th, May 18th, June 15th, no meetings in July or August, September 21st, October 12th, November 16th, no meeting in December. All meetings subject to change with notice.

McKinney discussed outgoing gift to Cox. Munday moved to give Cox a \$40 gift card to Chili's. Rigdon seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Roark, Schaefer. The motion carried.

ADJOURNMENT

Roark moved to adjourn the meeting. Schaefer seconded it. Roll Call vote: Yes: Hechler, Munday, Rigdon, Roark, Schaefer. The motion carried. The meeting adjourned at 7:55 p.m. The next meeting is scheduled for Thursday, January 19th, 2017 at 7 p.m.

Respectfully submitted,
Geni Roark
Secretary