

**St. Joseph Township-Swearingen Memorial Library Board of Trustees  
Minutes of the Thursday, September 21st meeting:**

*Members present:* Shirley Evans (Secretary), William Hechler, Kathy Munday (President), Andrew Schaefer (Treasurer)  
*Others present:* Susan McKinney (Librarian)  
*Absent:* Darlene Allen, Meredith Riegel, Diane Rigdon (Vice President)

**CALL TO ORDER**

Munday called the meeting to order at 6:58 p.m.

**INTRODUCTION OF VISITORS**

None

**APPROVAL OF MINUTES**

Schaefer made the motion to approve the minutes of the June 15<sup>th</sup> meeting as written. Munday seconded it. Roll Call vote: Yes: Evans, Hechler, Munday, Schaefer. The motion carried.

**TREASURER'S REPORT**

Schaefer gave the Treasurer's Report. As of September 21, 2017, the township account has a balance of \$51200.48. The trust account has a balance of \$7005.55. Evans made a motion to approve the Treasurer's report. Munday seconded it. Roll Call vote: Yes: Evans, Hechler, 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 disbursed:

<u>Type/Account#</u>	<u>Due Date</u>	<u>Investment Value</u>	<u>Interest Rate</u>
CD Gifford/4664	11/18/2017	15,000	0.35%
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%

**LIBRARIAN'S REPORT**

The written report was submitted by McKinney. McKinney presented final information on summer reading program. McKinney presented several dates she will be absent. McKinney updated board on staff changes and future events being held at the library. McKinney made a recommendation that the board promote Abigail Orwick to Clerk I.

**COMMITTEE REPORTS**

**Budget & Investments**

Schaefer presented information on CD that matured 9/18/17 and recommended that we roll it over at Longview. Schaver moved that we roll the CD over at Longview. Munday seconded it. Roll Call vote: Yes: Evans, Hechler, Munday, Schaefer. The motion carried.

**Building & Grounds**

McKinney pointed out floor cracks to board. She will check to see if tile can be repaired and check with insurance company.

**Policy & Planning**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Rigdon submitted her resignation effective 9/12/17 due to health reasons. Munday moved to appoint Rick Ingram to serve out the remainder of Rigdon's term. Evans seconded it. Roll Call vote: Yes: Evans, Hechler, Munday, Schaefer. The motion carried. McKinney will check on Rigdon's choice about parting gift.

Schaefer moved to promote Abigail Orwick to Clerk I. Hechler seconded it. Roll Call vote: Yes: Evans, Hechler, Munday, Schaefer. The motion carried.

**ADJOURNMENT**

Munday moved to adjourn the meeting. Evans seconded it. Roll Call vote: Yes: Evans, Hechler, Munday, Schaefer. The motion carried. The meeting adjourned at 7:40 p.m. The next meeting is scheduled for Thursday, October 12, 2017 at 7 p.m.

Respectfully submitted,  
Shirley Evans, Secretary