

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, January 12th meeting:**

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

CALL TO ORDER

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

INTRODUCTION OF VISITORS

No Visitors

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of January 12, 2017, the township account has a balance of \$37,503.55. The trust account has a balance of \$8,112.81. Roark made a motion to approve the Treasurer's report. Rigdon seconded it. Roll Call vote: Yes: 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:

<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 things in her report. Friday, January 13th is Josh's one-year anniversary. McKinney will have her annual report and employee evaluations at the next meeting.

COMMITTEE REPORTS

Budget & Investments

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

Building & Grounds

McKinney had to have Simply Plumbing at the library this week for the workroom faucet. It had started dripping. Some minor pieces to the mechanism needed replacing.

Policy & Planning

McKinney discussed travel policy law enacted by state legislature. Our policy needed updating because the policy states that conference reimbursements must be pre-approved.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Munday moved to adjourn the meeting. Schaefer seconded it. Roll Call vote: Yes: Munday, Rigdon, Roark, Schaefer. The motion carried. The meeting adjourned at 7:29 p.m. The next meeting is scheduled for Thursday, February 9th, 2017 at 7 p.m.

Respectfully submitted,
Geni Roark, Secretary