

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, November 18th meeting:**

Members present: Darlene Allen, Carol Emmerling-DiNovo, William Hechler (Vice President), Rick Ingram, Jessica Kerner (Secretary), Kathy Munday (President), Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian), Kevin Stillwell (Frerichs & Stillwell Insurance)
Absent: None

CALL TO ORDER

Munday called the meeting to order at 7:10 p.m.

INTRODUCTION OF VISITORS

Kevin Stillwell, Frerichs & Stillwell Insurance, was here to talk to us about insurance. He brokers for various companies so the policies could be from different carriers to get us the best deal. He talked to us about questions to ask our current carrier about deductible, valuable papers and records coverage and Directors & Officers coverage. He also talked about tiger skin needing to have a value assigned to it. Kevin brought copies of his recommendations to discuss. He recommended increasing workers' comp policy to \$100000. He also recommended a discrimination policy through West Bend. This will be discussed under New Business.

APPROVAL OF MINUTES

Ingram moved to approve the minutes of the October 21st meeting as written. Emmerling-Dinovo seconded it. Roll Call vote: Yes: Allen, Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried.

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of November 18, 2021, the Busey township account has a balance of \$58506.02. The Busey trust account has a balance of \$1,738.47. The Gifford Township account has a balance of \$50227.42. The Gifford trust account has a balance of \$7000.03. Munday moved to approve the Treasurer's report. Emmerling seconded it. Roll Call vote: Yes: Allen, Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried. Checks came in for Gifford accounts this week.

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:

<u>Type/Account#</u>	<u>Due Date</u>	<u>Investment Value</u>	<u>Interest Rate</u>
CD Gifford/8326	11/18/2021	15,000	0.50%
CD Longview/3254	11/22/2021	15,000	1.34%
CD Gifford/8575	7/30/2022	30,000	0.55%
CD Longview/4641	8/24/2022	15,000	0.25%
CD Longview/1499	9/18/2022	15,000	0.25%

LIBRARIAN'S REPORT

McKinney submitted her written report. McKinney will be out of state November 20-27 and December 23-27. Circulation is improving but patron numbers still down. McKinney mentioned that libraries across the state are dealing with a similar situation. Children's author had 3 people attend. McKinney asked her to return next summer during summer reading program. 56 Kids for Halloween parade. 9 people for Story Time. 5 people for Bingo. 36 people for vaccination clinic and already have people signing up for December clinic. No one for Medicare Basics class. Library will be hosting November 29th East Central Illinois Director's meeting.

COMMITTEE REPORTS

Budget & Investments

CDs – Rate increase with Gifford CD 8326 maturing on 11/18/21. CD also matures at Longview on 11/22/21. Ingram moved for Schaefer to make the decision on both CDs in the library's best interest. Emmerling seconded it. Roll Call vote: Yes: Allen, Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried.

Building & Grounds

Hechler has arranged to have a lift delivered on November 19th to start cutting down tree.

Policy & Planning

No Report

OLD BUSINESS

COVID and Library Services

Urinal and Light fixture has been repaired in Men's bathroom. McKinney asked the board permission to reopen bathrooms. Board granted permission.

If Mask Mandate changes before next board meeting, the board has approved McKinney to follow Governor's orders.

Bank Accounts

Checks have arrived for Gifford. We have paperwork to close Busey accounts, but we are waiting for checks written in November to clear. We need information on credit card questions before finalizing that.

Tiger Skin

Value will be a lot less than people realize, so the cost of the appraisal is not worth it. Ingram moved to table the discussion. Board agreed.

NEW BUSINESS

Need to clarify current coverage to be able to compare the new coverage offer. Munday moved to discuss in January. Schaefer seconded it. Roll Call vote: Yes: Allen, Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried.

The Board discussed Serving our Public Chapters 9-13 for Per Capita Grant. No significant issues to be addressed.

The Board set the meeting dates for 2022 as follows, subject to change: January 20th, February 10th, March 10th, April 14th, May 19th, June 16th, September 15th, October 27th, November 17th.

ADJOURNMENT

Schaefer moved to adjourn the meeting. Allen seconded it. Roll Call vote: Yes: Allen, Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried. The meeting adjourned at 8:25 p.m. The next meeting is scheduled for Thursday, January 20, 2022 at 7 p.m.

Respectfully submitted,
Jessica Kerner, Secretary