

**St. Joseph Township-Swearingen Memorial Library Board of Trustees
Minutes of the Thursday, January 20, 2022 meeting:**

Members present: Carol Emmerling-DiNovo, William Hechler (Vice President), Rick Ingram, Jessica Kerner (Secretary), Kathy Munday (President), Andrew Schaefer (Treasurer)
Others present: Susan McKinney (Librarian)
Absent: Darlene Allen

CALL TO ORDER

Munday called the meeting to order at 7:07 p.m.

INTRODUCTION OF VISITORS

No Visitors

APPROVAL OF MINUTES

Emmerling moved to approve the minutes of the November 18th meeting as written. Kerner seconded it. Roll Call vote: Yes: Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried.

TREASURER'S REPORT

Schaefer gave the Treasurer's Report. As of January 20, 2022, the Busey township account has a balance of \$10000.28. The Busey trust account has a balance of \$1,738.50. The Gifford Township account has a balance of \$77530.72. The Gifford trust account has a balance of \$7427.03. Munday moved to approve the Treasurer's report. Emmerling seconded it. Roll Call vote: Yes: Emmerling-DiNovo, Hechler, Ingram, Kerner, 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 distributed:

Type/Account#	Due Date	Investment Value	Interest Rate
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%
CD Gifford/8326	11/18/2022	15,000	0.55%
CD Longview/3254	11/22/2023	15,000	0.35%

LIBRARIAN'S REPORT

McKinney submitted her written report. McKinney will be out of the library January 27-29. Wits Wellness will not be using the library due to COVID. McKinney picked up a free magazine rack for the foyer. Staff completed Sexual Harassment Training at the January staff meeting. The Vaccination Clinic had 30 in November and 20 in December. To continue, there must be 30 registered to even get the clinic here.

COMMITTEE REPORTS

Budget & Investments

The next CD is not due until July.

Building & Grounds

McKinney mentioned that several light bulbs need to be replaced. Schaefer volunteered to do it. Hechler took the tree down. Locksmith came to look at North side emergency door, because key would not turn.

Policy & Planning

No Report

OLD BUSINESS

COVID and Library Services

Mask mandate has not changed. No changes to library services at this time.

Bank Accounts

We are ready to close the Busey accounts whenever Board signs the paperwork. We will wait until the February meeting. McKinney explained that library credit card needs to be in someone's name but others could use it. The board instructed McKinney to move forward with paperwork on credit card through Gifford Bank in her name. Hechler moved to set the credit limit at \$2000. Emmerling seconded it. Roll Call vote: Yes: Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried.

Insurance

Tom Hancock cannot meet with us until April meeting. Schedule him for the beginning of the April meeting to go over products and coverage.

NEW BUSINESS

None

ADJOURNMENT

Schaefer moved to adjourn the meeting. Kerner seconded it. Roll Call vote: Yes: Emmerling-DiNovo, Hechler, Ingram, Kerner, Munday, Schaefer. The motion carried. The meeting adjourned at 7:43 p.m. The next meeting is scheduled for Thursday, February 10, 2022 at 7 p.m.

Respectfully submitted,
Jessica Kerner, Secretary