

DIVERNON TOWNSHIP LIBRARY BOARD MINUTES OF MEETING HELD JANUARY 3, 2018

President Linda Baer called the meeting to order at 6:00 p.m. She then asked for the roll to be called: Linda Baer, Mary Lou Fugate, Kathi Katcher, Jake Rettberg and Jane Emerson were present. Susie Darling and Cory Goleman were absent.

No visitors.

The secretary's report was read and approved. Motion was made by Kathy Katcher and seconded by Mary Lou Fugate to accept the minutes. Motion carried.

The president then asked for the treasurer's report. Reports were read from November and December. After much discussion concerning CDs, Mary Lou Fugate made a motion to cash in CDs due in February and reinvest them into 18 month CDs. It was seconded by Kathy Katcher. Motion carried. Another motion was made by Mary Lou Fugate seconded by Jake Rettberg, that two general fund CDs be combined into an 18 month CD. Motion carried. Jake Rettberg make a motion to move funds from general fund to Special Reserve Fund (\$16,000.00) to reach a total of \$50,000.00. Kathy Katcher seconded and motion carried.

Kathy Katcher made a motion to approve bills for the month. Jake Rettberg seconded. Motion carried.

A motion was made by Kathy Katcher and seconded by Jane Emerson to put \$50 in petty cash for the librarian to use until an new credit card is received for new librarian, Trish Austin. Motion carried.

Jake Rettberg discussed Live and Learn Construction Grant for a possible building addition to the library. A grant can be received from \$25,000-\$125,000. The grant papers are received in October and due in January. It was decided not to exceed \$25,000 for planning stages. Jake made a motion to proceed with planning stages, seconded by Kathy Katcher. Motion carried.

Annual financial report e-mail received from Denise McCrady, Township Clerk was tabled until next month.

Discussion on Auburn Library paperwork to become a district library was had.

Meeting dates were discussed for 2018. Jake and Mary Lou will be absent for February meeting.

A safety inspection was done at the library and the book shelves in hallway will be bolted to wall. A motion was made by Linda Baer and seconded by Kathy Katcher to have Jake Rettberg take care of this. Motion carried.

Jake Rettberg made a motion to adopt a sexual harassment policy. Mary Lou Fugate seconded. All those present approved of this motion.

No executive session.

Librarian's Report:

- A. Outdoor restrooms winterized by Jake Rettberg.
- B. Thank you read from the McCrady family.
- C. Safety inspection by Randy Rhodes.
- D. Discussion on where to donate books given by various people.
- E. Per capita grant sent January 2, 2018.

F. Cancelled People magazine as there is no interest.

Jake Rettberg made a motion to adjourn, seconded by Jane Emerson. Motion carried.

Next meeting February 6.

Respectfully submitted,

Jane Emerson