

Timothy C. Hauenstein Reynolds Township Library  
Board Minutes  
November 2023

Meeting was called to order at 7:01 pm by Chair Sharon McInnis.

Members Present – Sharon McInnis, Mary Ann Wilson, Paul Rehfus, and Peggy Peterman. Absent was Sara Smith and Marjorie Morgan.

Others present – Library Director, Cheryl Smith

Motion to approve agenda was made by Mary Ann and seconded by Paul. Approved by all members present.

Motion to approve previous board meeting minutes was made by Paul and seconded by Mary Ann. Approved by all members present.

Treasurer's report for October 2023 and the Profit & Loss budget comparison for April to October 2023 was presented to board.

Motion to approve pay bills of \$35,897.36, checks 10194-10222, payroll 31369000168-31369000177 and IRS epay was made by Peggy and seconded by Paul. Approved by all members present.

No report from Friends of the Library.

Copies of Library Director's reports were given to board members and recapped by Cheryl Smith. She summarized reports and went over updates. A calendar of December events was also given to members.

Circulation continues to increase. Some adult programs had a very good turnout. November programs are anticipated to also be well attended. Storytime attendance is low. Changes are planned in the new year that will better serve community to improve numbers.

New tile installation will take place in December. Cheryl has found a design she likes and plan to do one similar. Furniture has been ordered. In fall preparation boiler has been inspected. Cheryl has completed and filed her annual State Aid report.

Cheryl and another staff member have been sworn in as notaries and have certificates and stamps. New Notary policy has been created (see New Business).

Festival of Trees will be on December 2. Santa Claus and the Harvest Festival Queen and Court will be present to help children with crafts and frost cookies.

The library has received COVID tests from the Health Department and are available to the public.

No public comments were presented.

Old Business:

None.

New Business:

A Holiday closing schedule for 2024 was given to the board.

Newly created Notary Policy was reviewed and discussed. Motion to approve policy was made by Mary Ann and seconded by Paul. Approved by all members present.

Motion to adjourn meeting was made by Mary Ann and seconded by Paul. Meeting adjourned at 7:26 pm.

Next meeting to be Thursday, December 21, 2023 at 7:00pm at Timothy C.Hauenstein Reynolds Township Library.

Respectfully submitted by: Secretary, Peggy Peterman

A handwritten signature in cursive script that reads "Peggy Peterman". The signature is written in black ink and is positioned below the typed name.