

Timothy C. Hauenstein Reynolds Township Library
Board Minutes October 27, 2022

Meeting was called to order at 7:00pm by Chair Sharon McInnis.

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

Others present – Library Director, Cheryl Smith

No changes were presented to agenda. Motion to approve agenda was made by Paul and seconded by Mary Ann. Approved by all members present.

Motion to approve the minutes of September 15, 2022 meeting made by Paul, seconded by Mar Ann. Approved by all members present.

Treasurer's report for September 2022 was presented to board and Profit & Loss Report for April through September. Motion to approve pay bills: checks 9851 – 9885, payroll 3136900036-3136900242 and IRS epay totaling \$24,508.28 made by Mar Ann and seconded by Peggy. Approved by all members present.

No report from Friends of the Library but will be doing Festival of Trees again this year. A silent auction is planned for November 12th.

Library Director's report for September 2022 copies were given to board members and recapped by Cheryl Smith. She summarized reports and went through updates in more detail. A calendar of events was also given to members.

Shelving is being worked on. Cheryl attended MLA Conference. Fredrick Jennings family want to make library memorial contribution for the history room project. Library will be closed January 16th for staffing day.

Cheryl stated circulation was down a little which is normal for this time of year. Programs are still doing very well.

No public comments were presented.

Old Business:

Work Day Policy and Credit Card Policy were updated and reviewed by board. There were some verb, punctuation and grammar changes. Motion to approve updated policies was made by Mary Ann and seconded by Paul. Approved by all members present.

Library Director Performance Appraisal form was reviewed and evaluation performed by board members present.

New Business:

Bids were obtained for scanning/digitizing 60 yearbooks and add to history page on library website. Was decided to go with Michael Soflin who already maintains history portion of webpage. Motion to accept was made by Mary Ann and seconded by Peggy. Approved by all members present.

CD is up for renewal. Was discussed on renewal term. Board agreed with 9-month CD.

Some library policies still may need some updating. Assignment for board is to review Cell Phone Policy and Unattended Child Policy for any additions or changes and present at next meeting.

Motion to adjourn meeting was made by Paul, seconded by Mary Ann. Meeting adjourned at 7:49pm.

Next meeting to be Thursday, November 17, 2022 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.