

Timothy C. Hauenstein Reynolds Township Library
Board Minutes July 15, 2021

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

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

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

Motion to approve the minutes of June 17, 2021 meeting made by Paul, seconded by Mary Ann. Approved by all members present.

Treasurer's report for June 2021 was presented to board and to pay bills. One member asked on delinquent tax income on profit & loss statement. Cheryl explained large deposit was from township. Motion to approve pay bills, checks 9387-9423 totaling \$20,126.16 made by Mary Ann, seconded by Paul. Approved by all members present.

No report from Friends of the Library. Cheryl reported that they will be hosting another used book sale in the first week of August which they will be in charge of and will also be providing concession at Music-in-the-Park July 27th. They will be raffling off a quilt at Harvest Festival in September. Cheryl showed the quilt to the board.

Library Director's report for June 2021 copies were presented to members and briefly recapped by Cheryl Smith. She summarized reports and went through updates in more detail noting that circulation has increased over prior month. Book billing notices were discussed and costs.

No public comments were presented. Board member, Paul R, invited all members to Christ the King Church on August 7th, 2pm-5pm, to celebrate his birthday.

Old business: Review of CD Policy and Purchasing Policy. Was discussed on some word verbiage additions and omissions. Motion to approve a final draft of CD Policy made by Mary Ann, seconded by Paul and motion to approve final draft of Purchase Policy made by Mary Ann, seconded by Peggy. Approved by all members present.

New business: Staffing was discussed and Cheryl presented some of her ideas on staffing. She presented her organizational flow chart to board. Board approved for Cheryl to do hiring as needed and as sees fit for library.

Cheryl gave description of upcoming events and programs for upcoming winter and spring. She will be putting together an event calendar for handing out and placing on social media.

Motion to adjourn meeting was made by Paul, seconded by Mary Ann. Meeting adjourned about 7:55pm.

Next meeting to be Thursday, August 19, 2021 at 7:00pm at Timothy C.Hauenstein Reynolds Township Library.

Respectfully submitted by Peggy Peterman, Secretary