

## Timothy C. Hauenstein Reynolds Township Library Board Minutes

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

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

Others present – Interim Library Director, Cheryl Smith, library employees Lisa Strobridge and Lisa Russo, Linda Warner of the Friends of the Library.

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

Motion was made of the need to elect a secretary. Position was offered to Peggy whom accepted; Motion by to approve was made by Marjorie and seconded by Sara. Approved by all members.

Motion to approve the minutes of March 18, 2021 meeting made by Peggy, seconded by Sara. Approved by all members.

Treasurer's report for March 2020 which had not previously been approved was motioned to be approved by Mary Ann and seconded by Sara. One member abstained, rest approved.

Treasurer's report for March 2021 was presented to board and to pay bills. Motion to approve pay bills, checks 9296-9326 and those by electronic payment totaling \$23,686.08 made by Mary Ann, seconded by Peggy. Approve by all but one member who objected.

No report from Friends of the Library.

Library Director's report for March 2021 copies were presented to members and verbally recapped by Cheryl Smith. She summarized programs library is doing.

Director updates Cheryl informed board that Zoom license was coming due, she suggested not to renew at this time due to very little usage. If will use in future can always renew at that time. Cheryl also presented a new card catalog Bibliocommons coming online that is a better system than the currently used Encore catalog. There was a discussion about Overdrive and adding Advantage to our plan which has an initial startup cost of \$250 that can be applied to future purchase of electronic books. Only requirement is to purchase one electronic book per year. Motion was made by Mary Ann seconded by Marjorie, approved by all members.

No public comments were presented other than to ask why one member not approved pay bills. That member explained their reason for not approving was due to how report was presented to the use of numbering system in payroll.

#### Old Business

Wage scale review was revisited where Mary ann recapped research she had presented and Cheryl covered information she had researched. All agreed on wage increase but how much increased was discussed. Final decision was \$1 per hour increase across all hourly pay scales. Motion to approve the wage increase by Sara and seconded by Mary Ann which is to be effective next payroll.

Recruitment for new Library Director brought in four applications. Copies were given to board for review. Was discussed how to approach interviews and questions to ask .Any members that have question would like to be presented to candidate are to be given to Mary Ann. Interviews are planned to commence in next two weeks.

#### New Business

The CD is up for renewal and board discussed on next term length. Due to current low interest rate decided to go short term for now of 4 months. Motion was made by Peggy and seconded by Sara. Approved by all members.

A new bank account type, ICS (Instant Cash Sweep) account was present to board by Sharon to help increase interest earned. Sharon explained how process will work and benefit to Library. Board was interested in utilizing account and Sharon says she wants to look into further.

Planned project of exterior painting 4 different company estimates were presented to board. Of the estimates presented motion was made to go with Infinity Paint & Stain by Marjorie and seconded by Sara. Approved by all members.

Cares Act Chromebook policy has been brought to board. Cheryl has asked board to review and if have any if may have any additions, subtractions or changes.

Cheryl present to board of library joining the use of Wowbrary, which can be used as a marketing tool for library. She explained what it is and benefits with demonstration on library's chromebooks. Cost would be a max of \$400 but cost will be lower the more libraries that participate. Lakeland takes care of contract for all libraries participating. Motion to join was made by Mary Ann and seconded by Sara. Approved by all members.

Motion to adjourn meeting was made by Mary Ann, seconded by Sara. Meeting adjourned about 8:05pm.

Next meeting to be Thursday, May 27, 2021 at 7:00pm at Timothy C.Hauenstein Reynolds Township Library.