

Timothy C. Hauenstein Reynolds Township Library  
Board Minutes  
August 2023

Meeting was called to order at 6:57 pm by Chair Sharon McInnis.

Members Present – Sharon McInnis, Mary Ann Wilson, Paul Rehfus, 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 minutes from previous board meeting made by Paul and seconded by Mary Ann. Approved by all members present.

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

Motion to approve pay bills of \$35,530.658 checks 10110-10141, payroll 31369000140-313690000148 and IRS epay was made by Peggy and seconded Mary Ann. Approved by all members present.

No report from Friends of the Library. The book sales during Food Truck Rally did very well. It is planned to do Festival of Trees again this year. Two quilts will be raffled off at this year's Harvest Festival.

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 September events was also given to members.

The handicap door opener has been fixed. It required motor to be replaced. Some leaves have been added to the donation recognition tree in entryway. It is planned to have carpeting cleaned and parking lot sealed and restriped in the near future. New bike rack design was presented to board. A grant has been applied to use for items in children's area.

The library will be part of the Tri County Open House August 30<sup>th</sup>. Plans are for Cheryl and Autumn to attend and will be taking in new library cards.

No public comments were presented.

Old Business:

Part 2 of the Employee Handbook was to be reviewed by board as previously assigned. There were some suggestions of punctuation, grammar and corrections. Such as change title of Jury Duty section to Court Appearances to better align with subject. A new Jury Duty section will be added. Cheryl will research and write new section to present to board.

**New Business:**

One of the CD is up for renewal. Renewal options were shown to board. Motion was made to go with 12-month term at 4.25% interest rate by Mary Ann and seconded by Paul. Approved by all members present.

Preliminary labor quote for tile work in Library entrance was given to board. Tile still has to be picked out yet. Library will need to closed for about a week for job.

An amended budget was presented increasing state grants revenues and repairs maintenance expense. Motion by Peggy to approve seconded by Mary Ann approved by all member present.

Assignment for board is to review Compensation Policy for elimination of step raises and go with a merit-based raise policy.

Motion to adjourn meeting was made by Mary Ann and seconded by Paul. Meeting adjourned at 7:25 pm.

Next meeting to be Thursday, September 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".