

Timothy C. Hauenstein Reynolds Township Library
Board Minutes
February 2024

Meeting was called to order at 7:02 pm by Chair Sharon McInnis.

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

Others present – Library Director, Cheryl Smith

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

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

Treasurer's report for February 2024 and the Profit & Loss budget comparison for April to February 2024 was presented to board.

Motion to approve pay bills of \$36,661.57, checks 10265-10280, payroll 31369000197-31369000206 and IRS epay was made by Peggy and seconded by Mary Ann. 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 March events was also given to members.

Per Circulation report people in the library, and new patrons is still increasing. internet use was down a little. All programs are still well attended. One program had to be rescheduled due to presenter was unable to make it.

Library staff has been busy with making student cards for Tri County Elementary. Friends of the Library will be covering cost of lanyards for student library cards. Accounting program for Library had to be upgraded. Vendors are calling in to attend the Food Truck Rally. Expected to be bigger than last year.

No public comments were presented.

Old Business:

Assignment for board was to review Jury Duty Policy for employee handbook. Was suggested to make separate portions for jury duty and a subpoena. Policy was tabled to next meeting pending rewrite.

New Business:

The 2023-2024 budget needed to be amended. Motion to approved amended budget was made by Peggy and seconded by Mary Ann. Approved by all members present.

New 2024-2025 budget was presented to board. Motion to approve new budget was made by Mary Ann and seconded by Peggy.

Cheryl asked of board to approve two sick days per year for library staff. Terms and conditions of sick days were discussed. Further discussion tabled to next meeting where wages will also be discussed.

Library will be closed for 2 hours February 26th for staff meeting.

Motion to adjourn meeting was made by Sara and seconded by Mary Ann. Approved by all member present. Meeting adjourned at 8:00 pm.

Next meeting to be Thursday, March 21, 2024 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".