Timothy C. Hauenstein Reynolds Township Library

Special Board Minutes

January 2025

Meeting was called to order at 6:58 pm by Chair, Sharon McInnis.

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

Others present was Library Director, Cheryl Smith and Library staff Rogena Brinks.

No additions, corrections or changes to agenda. Motion to approve agenda was made by Mary Ann and seconded by Nichole. Approved by all members present.

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

Treasurer’s report for December, Profit & Loss budget comparison for April to December 2024 and check summary were presented to board.

Motion to approve pay bills for December of $24,528.29, checks 10517-10535, payroll 31369000300-31369000310 and IRS epay was made by Peggy and seconded by Mary Ann. Approved by all members present.

No direct report from Friends of the Library. Upcoming plans to have a quilter presenter and bird house decorating event.

Copies of Library Director’s reports for December were given to board members. Reports and updates were gone over and recapped by Cheryl Smith. A calendar of January events was also given to members.

Circulation was a little down but is to be expected for time of year. December was a busy month with holiday events and festivities.

No public comments were presented.

Old Business:

No further update on Depot other than the finalized changes from Library’s lawyer was sent to Village.

An agreement was reached in the purchase of church building on corner of Shaw & Lincoln. Cheryl spoke to realtor with offer. After a little negotiation deal was reached. Closing is expected for mid-February.

Plans are to use building as a program center. Cheryl has spoke to contractor on some updates and repairs. Furnaces have been inspected. AC will need to be installed. Name of building will be Reynolds Township Library Program Center.

New Business:

Elections for board members has been finalized and members sworn in. Board had election of officers; Sharon McInnis was elected Chairperson, Nichole Smigiel as Vice Chairperson, and Peggy Peterman as Secretary. Motion made by MaryAnn seconded by Nichole for Sara Smith to become another signer on checking account. Approved by all members present.

To help in alleviating fees on bank account was proposed to use as ‘sweep account’. Cheryl present to board and explained concept. Motion to utilize a bank sweep account was made by Peggy and seconded by Sara. Approved by all members present.

Due to Michigan minimum wage increase taking effect February 21 a wage increase was proposed to board for library staff. Cheryl had researched and investigated on what other libraries were planning and made recommendation. After discussion, a consensus was reached on what to increase staff. Motion to approve the raises was made by Peggy and seconded by Mary Ann. Approved by all members present.

Motion to adjourn meeting was made by Peggy and seconded by Mary Ann. Approved by all members present. Meeting adjourned at 7:45 pm.

Next regular meeting to be Thursday, February 20, 2025 at 7:00 pm at Timothy C.Hauenstein Reynolds Township Library.

Respectfully submitted by: Secretary, Peggy Peterman

