

Timothy C. Hauenstein Reynolds Township Library
Board Minutes
July 2023

Meeting was called to order at 7:03 pm by Chair Sharon McInnis.

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

Others present – Library Director, Cheryl Smith

Added item to new business in agenda. Motion to approve modified agenda was made by Sara and seconded by Paul. Approved by all members present.

Motion to approve minutes from previous board meeting made by Mary Ann, seconded by Paul. Approved by all members present.

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

Motion to approve pay bills of \$26,515.67 checks 10085-10109, payroll 31369000131-31369000139 and IRS epay was made by Peggy and seconded Mary Ann. Approved by all members present.

No report from Friends of the Library other than there is the plan to hold a used book sale during the Food Truck Rally, July 29th. They will be hosting snack/foods during music in the park in August.

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 August events was also given to members.

Circulation is double over 2019 and 2020 and still are having more new patrons and people in the library. All programs have and are going well.

The handicap door opener is having issues due to bad operator box but is in the process of being looked for best how to be repaired. Some emergency repairs were required for a couple AC units when they went down. Shelving is up and ready in the reading room.

The library will be part of the Tri County Open House August 30th. Plans are for Cheryl and Autumn to attend and will be issuing new library cards.

No public comments were presented.

Old Business:

Part 1 of the Employee Handbook was to be reviewed by board as previously assigned. There were some suggestions of grammar and corrections.

New Business:

Still need part of the Employee Handbook reviewed. Assignment for board is to review part 2.

Auditor's report of Financial Statements was presented to board. Sharon gave a general recap of report as all looked good. Motion to accept and place audit on file was made by Mary Ann and seconded by Sara.

Was suggested by Auditor for library's Capitalization Policy to include wording that states books will be or will not be capitalized. Board discussed auditors' suggestion. Motion was made add to the policy for books not to be capitalized by Peggy and seconded by Paul. Approved by all members present.

Motion to adjourn meeting was made by Paul and seconded by Peggy. Meeting adjourned at 7:34 pm.

Next meeting to be Thursday, August 17, 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". The signature is written in black ink and is positioned below the typed name.