

White Hall Township Library Board of Trustees Monthly Meeting

August 11, 2025

The White Hall Township Library Board of Trustees held its regular monthly meeting on August 11, 2025. Members present were Bill Edwards, Mary Frances Tunison, Allie Cox, Pam Painter, Matt Riegel-Pinkerton, and Evan Driver.

President Matt Riegel-Pinkerton called the meeting to order at 5:05 pm.

Approval of Minutes

The minutes from the previous meeting were approved as amended.

- Motion: Allie Cox
- Second: Pam Painter
- Motion carried unanimously.

Treasurer's Report

Presented by Pam Painter.

- - Fund balance as of July 31, 2025: \$ 35,487.16

Additional notes: Pam reported that she had spoken with Colby Brooks at the Township, who advised that they are not taking any new action regarding PWLA.

The Treasurer's Report will be filed for audit.

Library Director's Report

Presented by Mary Jane Steelman.

Circulation:

- - ^{August} ~~April~~ local branch circulation: 460
- - Total item circulation: 568

Programs & Activities:

- Discussion was held on past and upcoming activities, particularly regarding payment for individuals presenting programs.
- One recent case was noted where the individual approached the library regarding ^{an activity} ~~payment~~. Matt suggested that all compensation arrangements should be clarified with Mary Jane prior to the event, with Board approval afterward.

- A standardized form was proposed for program presenters to complete, outlining expected stipend (if any), materials or resources required, and other needs. Julie was suggested to handle this responsibility, and Mary Jane confirmed Julie could do so.

Professional Development:

- Mary Jane and Julie recently attended LDL, where they reviewed new legislation. Topics of interest included security information and grant opportunities.

Upcoming Events:

- New ideas have been suggested, such as French braiding classes and sourdough workshops.
- *Move and Groove* will resume in August.

Facilities for Patrons:

- Discussion was held about purchasing a coffee pot and supplies for patron use, with donations optional.
- Motion: Pam Painter; Second: Allie Cox. Motion carried unanimously.

Operations:

- Amy has been working on the collection of overdue fees.

Maintenance & Technology

- Bill Edwards reported that he replaced the breaker for the air conditioning unit.
- He has been in contact with Chuck McEvers at the school regarding the repaired screen doors. The doors are finished, and arrangements are being made to return and install them.
- Carpet squares still need to be installed; Bill acknowledged the delay and confirmed they will be completed.

Friends of the Library

- Pam Painter provided a reimbursement sheet for discussion.
- It was noted that the Friends must file with the Secretary of State to establish themselves as a nonprofit, requiring a separate EIN number.
- The Board's response letter was discussed and will include compiled financial details as well as clarification about the Friends' need to refile.

Acknowledgements

- Evan Driver read a thank-you note from the Lions Club.

Personnel & Contracts

- Pam Painter has a copy of her contract for work with the Greenfield Library, but forgot to bring it; she will provide it at the next meeting.
- Hayden is expected to complete his hours soon, but the contract example may be useful for future reference.
- Regarding PWLA, some hours have now been used and may be paid out at any time.

New Business

Memorial Gift

- Allie Cox reported that part of her grandfather's memorial will benefit the library. The family is open to how funds may be used.
- Allie and Mary Jane have been brainstorming options. Pam suggested considering resources to support young children with speech and language development needs.

Facilities

- The canopy over the stairs leaks when it rains, causing dripping issues. This will be brought to the City Council's attention.

Financial Reporting

- A new line has been added to the Treasurer's Report to track memorial income and expenses.

Next Meeting

The next board meeting is scheduled for September 8, 2025.

There being no further business, the meeting was adjourned at 5:50 pm.

Respectfully submitted,

Evan Driver, Secretary