

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
April 21st, 2025  
Held at the Ray Township Public Library

The Ray Township Public Library Chairperson, Jim Jerse, called the meeting to order at the Ray Township Public Library.

**PRESENT:**                                **Jim Jerse, Chairperson**  
    **Marla Stabile, Member**  
    **Barbara Rollins, Secretary**  
    **Wayne Conner, Vice-Chairperson**  
    **Tammy Boettcher, Member**  
    **Christy DeMeulenaere, Director**

**ABSENT WITH NOTICE:**        **Mary Barnes, Treasurer**

**ALSO PRESENT:**                    **N/A**

**APPROVAL OF AGENDA**

**Approved as presented**

**APPROVAL OF THE MARCH 17TH, 2025 MINUTES**

**The minutes were approved as distributed.**

**TREASURER'S REPORT**

DeMeulenaere stated the Bills List cover page consisted of the bills list with a total of \$4,613.70, bank interest fees of \$51.35, bank fee of \$.37, and 2 payroll periods with a total of \$10,616.89. Attached was the actual list of bills and the breakdown of the credit card charges.

**APPROVAL OF THE APRIL 14th, 2025 BILLS LIST**

**MOTION by Rollins, supported by Boettcher, to approve the April 14th, 2025, Bills List and cover letter as presented for \$10,616.89.**

**AYES:**                                **ALL**  
**NAYES:**                            **NONE**  
**ABSENT:**                        **Mary Barnes, Treasurer**  
**MOTION:**                        **Carried.**

**BUDGET TO ACTUAL**

DeMeulenaere stated that everything looked in line with the end of the year. Jearse questioned the Electric being over budget, looking at the previous month, it was over budget as well. It will go to the audit that way.

**The budget to Actual will be filed for Audit**

**DIRECTOR'S REPORT**

DeMeulenaere reviewed the monthly report with the Board.

- Signature Form has been completed
- Cleaned up the Books for Sale Area
- Sold old books to ThriftBooks
- 4 HotSpots have been renewed
- MLA Membership has been renewed

DeMeulenaere also provided the Board with end-of-year reports with programming and streaming information.

**Friends of the Ray Township Library and Historical Society**

DeMeulenaere stated

- The group has open board positions
- Road clean-up is scheduled on May 10th at 10 am
- Quarterly Meeting held on April 30th at 4 pm

**Committees**

Policies - Did not meet

Personnel: Did not meet

Budget - Did not meet

**UNFINISHED BUSINESS**

Director Reviewed:

Tabled

**NEW BUSINESS**

State of the Library - Tabled

Library Board of Trustees By-Laws reviewed

**APPROVAL OF THE REAFFIRMATION OF THE LIBRARY BOARD OF TRUSTEES BYLAWS**

**MOTION** by Boettcher, supported by Rollins, to affirm the Library Board of Trustees' By-Laws as written.

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Mary Barnes, Treasurer</b>
<b>MOTION:</b>	<b>Carried.</b>

Employee Manual reviewed

**APPROVAL OF THE REAFFIRMATION OF THE EMPLOYEE MANUAL**

**MOTION** by Conner, supported by Boettcher, to affirm the Employee Manual as edited.

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Mary Barnes, Treasurer</b>
<b>MOTION:</b>	<b>Carried.</b>

Policies and Procedure Manual reviewed

**APPROVAL OF THE REAFFIRMATION OF THE POLICY AND PROCEDURE MANUAL**

**MOTION** by Conner, supported by Boettcher, to affirm Policy and Procedure Manual as written.

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Mary Barnes, Treasurer</b>
<b>MOTION:</b>	<b>Carried.</b>

**Items for May**

A Sub-Committee was set up for the Board-to-Board Meeting with the Township. The Committee includes Jerse, Barnes, and DeMeulenaere.

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

**ADJOURNMENT**

**No further business the meeting was adjourned.**

*Respectfully submitted by:*

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Christy DeMeulenaere, Director

Approved by:

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Barbara Rollins, Secretary

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Jim Jerse, Chairperson