

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.

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

Employee Manual reviewed

APPROVAL OF THE REAFFIRMATION OF THE EMPLOYEE MANUAL

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

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

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.

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

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:

Christy DeMeulenaere, Director

Approved by:

Barbara Rollins, Secretary

Jim Jerse, Chairperson