

Approved Minutes of the
Ray Township Public Library
Board Meeting
February 19th, 2024

Ray Township Public Library Chairperson Theresa Goike called the meeting to order at 6:34 p.m. at the Ray Township Public Library.

PRESENT: Marla Stabile, Member
Jim Jerse, Treasurer
Tammy Boettcher, Member
Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
Christy DeMeulenaere, Director

ABSENT WITH NOTICE: Elli Minert, Secretary

TARDY: Wayne Conner, Vice-Chairperson

ALSO PRESENT: N/A

DeMeulenaere stated that Under New Business to add D. Approval of pay rate for new employees and E. 2023-2024 Budget Amendments

APPROVAL OF AGENDA

MOTION by Jerse supported by Boettcher to approve the agenda as amended.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
Elli Minert, Secretary
MOTION: Carried.

APPROVAL OF THE JANUARY 15th, 2024 MINUTES

MOTION by Jerse supported by Boettcher to approve the January 15th Minutes as presented.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
Elli Minert, Secretary
MOTION: Carried.

TREASURER'S REPORT

Jerse stated the Bills List itself totaled \$995.24, bank interest totaled \$37.83, Onpay, totaled \$88.00, and 2 payroll periods estimated \$5,300.00 with a total of \$6,489.83.

APPROVAL OF THE JANUARY 15th, 2024 BILLS LIST

MOTION by Boettcher supported by Stabile to approve the February 19th, 2024 Bills List and cover letter as presented for a total of \$6,489.83.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
Elli Minert, Secretary
MOTION: Carried.

BUDGET TO ACTUAL REPORT

Jerse stated that the Library is at 83% run rate. Goike noted that the Budget to Actual Report was not the correct report. The report should be period ending 1-31-2024 not 2/29/2024.

TABLED

DIRECTOR'S REPORT

DeMeulenaere provided the board with the monthly report. DeMeulenaere stated that programming has been strong. Toddler Time and Adult Craft is currently broken into 2 days. DeMeulenaere and Barnes went to Hevel Elementary with the life-size whale tail rug for a sensory program. The kid's Ipads are back on the floor. DeMeulenaere provided the Board with Hoopla statistics. Patrons have had positive feedback with the new app.

Wayne Conner arrived at 6:40 pm

Friends of the Ray Township Library and Historical Society

Goike stated the group met last week. The group is holding a presentation on April 18th at 6:00 pm at the Township's Center with the Author of Hudson's: Detroit's World Famous Department Store and will be handing out samples of Maurice Salad. 2024 Membership sign-up is going on. Adopt a Road Clean Up will be May 11th at 10 am weather permitting with the second choice being the following Thursday. The group would like to hold the Silent Auction in the Library on June 17-30 with permission from the Library Board. The Library Board said that it would be fine to use the Library for the Silent Auction. The group is still working on Procter Cemetery. Goike also informed the Board of upcoming events happening with the Washington Historical Society.

Committees

Policies - Did not meet

Personnel: Jerse is working on the Director review.

Budget -Did meet and will discuss under New Business

UNFINISHED BUSINESS

None

NEW BUSINESS

2024-2025 Proposed Budget

Jerse stated under revenue there should be a \$15,000.00 increase. Dedicated Grants decreased from last year. Salaries increase looking to give raises this year. \$3,000.00 will come out of the fund balance.

APPROVAL OF THE 2024-2025 DRAFT BUDGET

MOTION by Conner supported by Boettcher to approve the proposed budget for the 2024-2025 Fiscal Year

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
MOTION: Carried.

Employee Wages

Goike stated that the Director's pay is \$22.00, the Library Assistant's pay is \$17.00 and the Clerk's pay rate is currently at \$12.00 p/hr. The Budget Committee is suggesting that the Director's pay increase to \$24.00, the Library Assistant's pay increase to \$19.00, and the Clerk's increase to \$13.00. These amounts will fall in line with the draft budget. Goike suggested that everyone review these increases and Employee Wages will be revisited in March after the proposed budget is approved.

Tabled

Public Meeting for the 2024-20245 Proposed Budget

Goike suggested the Public Meeting for the 2024-2025 Proposed Budget be held on March 18th, 2024 at 6:30 pm.

APPROVAL OF THE PUBLIC MEETING FOR THE 2024-2025 FISCAL YEAR

MOTION by Conner supported by Boettcher to hold the Public Meeting for the 2024-2025 Budget on March 18th, 2024 at 6:30 pm.

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
MOTION: Carried.

Pay Rate Approval for New Hires

DeMeulenaere stated that 2 new clerks have been hired and would like pay rate approval for Patrice Bloom and Deena Vancamp.

PAY RATE APPROVAL FOR NEW HIRES

MOTION by Conner supported by Boettcher to approve Patrice Bloom and Deena Vancamp's pay rate of \$12.00 per hour.

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
MOTION: Carried.

2023-20245 Budget Amendments

DeMeulenaere informed the Board that the AED had not been paid yet. While reviewing the Budget to Actual DeMeulenaere stated there would not be enough funds to cover the operating expense. DeMeulenaere proposed the following changes.

- Decrease \$500 from Dues which would make the new budget \$500
- Decrease \$500 from Attorney Fees which would make the new budget \$200
- Decrease \$350 from Travel which would make the new budget \$550
- Increase \$850 to Operating Supplies which would make the new budget \$5,350.00
- Increase \$500 to Programs which would make the new budget \$12,500.00

APPROVAL OF 2023-2024 BUDGET AMENDMENTS

MOTION by Jerse supported by Boettcher to modify the 2023-2024 budget amendments suggested by DeMeulenaere.

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
MOTION: Carried.

Items for March

Budget
Employee Wages

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Conner supported by Boettcher to adjourn the meeting at 7:14 pm

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
MOTION: Carried

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson