

Minutes of the
Ray Township Public Library
Board Meeting
February 17th, 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
Mary Barnes Treasurer
Barbara Rollins, Secretary
Wayne Conner, Vice-Chairperson
Tammy Boettcher, Member

ABSENT WITH NOTICE: Christy DeMeulenaere, Director

ALSO PRESENT: Terry Goike

APPROVAL OF AGENDA

Barnes stated that under New Business add Correspondence from the Township.

The agenda was approved as amended.

APPROVAL OF THE JANUARY 20th 2024 MINUTES

The minutes were approved as distributed.

TREASURER'S REPORT

Barnes stated that the Bills List consisted of invoices of \$3,111.08, Bank Interest of \$34.83, Bank Fee of \$.13, 2 payrolls of \$1,524.23, and \$3,126.08 for a total of \$7,796.35.

APPROVAL OF THE February 17th, 2025 BILLS LIST

MOTION by Conner supported by Rollins to approve the February 17th, 2025 Bills List and cover letter as presented for \$7,796.35.

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere, Director
MOTION: Carried.

BUDGET TO ACTUAL

Barnes stated after the budget amendments made last month all line items are within the limits with room to grow for the rest of the fiscal year.

The budget to Actual will be filed for Audit

DIRECTOR'S REPORT

DeMeulenaere, the Director, was absent. Barnes read the report submitted to the Township.

Friends of the Ray Township Library and Historical Society

Goike asked the board if the group could hold their Silent Auction in the Library leading up to Ray Day. Goike also stated that they will have a presentation from Beverly Bishop on Volunteer Firefighters from the 1800s to 2000 on

April 25, 2025, at 6:00 pm. The presentation will be held at the Library but is on the Township's Agenda to be held in the Senior Center.

MOTION by Conner supported by Barnes to approve the FRTHS to use the Library to hold the Silent Auction during June.

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere, Director
MOTION: Carried.

Committees

Policies - Sick Time Earned later on the agenda

Personnel: DeMeulenaere will be working on employee evaluations. Barnes suggested putting together a Google Form for the Library Staff to review the Director which will streamline the review process.

Budget - Proposed budget later on the agenda

UNFINISHED BUSINESS

Upcoming laws changing for sick days

Jerse stated that in the Board Packet, there is a handout of the Earned Sick Pay proposed policy that goes into effect on February 21st 2025.

MOTION by Barnes supported by Boettcher to approve the Earned Sick Time Act as amended.

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere, Director
MOTION: Carried.

NEW BUSINESS

Review draft of new Fiscal Budget from Budget Committee

The Committee did not meet. DeMeulenaere provided suggestions for pay and the budget. Barnes stated that this will be addressed under New Business E

Director completes annual staff performance reviews

Tabled

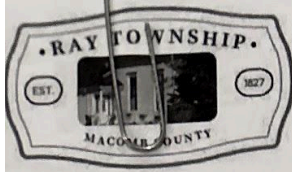
Recommendations from the Director on budget and Salary Compensation

Barnes reviewed the Director's salary recommendations, Barnes also had prepared salary recommendations that were reviewed with the Board. Tabled until New Business E.

The board conducts a yearly performance review of the Director

Tabled

Correspondence from the Township



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Eric Crump, Supervisor
Lori Lascoe, Clerk
Betsy Bart, Treasurer
Betty Grader, Trustee
Joe Jarzyna, Trustee

February, 13, 2025

Dear Ray Township Library Board,

I hope this letter finds you well. As you know, Ray Township has long been committed to supporting our community resources, including the invaluable services provided by the Ray Township Library. However, due to rising costs in several key areas; including insurance, minimum wage increases, and reductions in state revenue sharing the Township Board of Trustees (BOT) has been reviewing financial adjustments necessary to maintain the sustainability of our operations.

As part of this review, the BOT will be implementing an increase in the library's rental fee for the building at a **rate of \$500.00 per month**, effective **November 1, 2025**. In addition, beginning that date, an annual **Inflationary Rent Multiplier (IRM) percentage increase** will be applied to ensure the rent remains aligned with economic conditions, as well as to account for deferred maintenance needs associated with the facility. Specific details regarding the new rental rate will be provided in the coming months as the Board finalizes its assessments.

Additionally, the Township will be increasing the **administrative fee** charged to the library from **\$1,200 to \$2,000 annually**. This fee is specifically for accounts payable services provided by the Township, ensuring the continued accuracy and efficiency of financial transactions related to the library's operations.

We understand that these changes may have an impact on your financial planning, and we remain open to discussing this transition to ensure the continued success of the library.

Thank you for your continued partnership and dedication to serving the residents of Ray Township. We appreciate the vital role the library plays in our community and look forward to working together to navigate these necessary financial changes.

Sincerely,

Eric Crump
Supervisor, Ray Township

The Board reviewed the correspondence from the Township. Goike questioned if the Administrative fee would go into effect immediately. Per the Lease Agreement, the Township has to give 6 months' notice before they increase the cost. Barnes started a poll with class 1 & 2 libraries and stated that most libraries don't pay rent on their buildings, they just use the municipal space. Barnes stated that the Correspondence was received Thursday at the close of the business day for the Township. The Township did not reopen due to the Federal Holiday which made it difficult to receive a copy of the proposed budget.

Items for March

New Fiscal Budget approved
Review and amend the Current Budget

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

No further business the meeting was adjourned.

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Barbara Rollins, Secretary

Jim Jerse, Chairperson