

Minutes of the  
**Ray Township Public Library**  
Board Meeting  
January 20th, 2025  
Held at the Ray Township Public Library

The Ray Township Public Library Vice-Chairperson Wayne Conner called the meeting to order at the Ray Township Public Library.

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

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

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

**APPROVAL OF AGENDA**

The Agenda was approved as presented

**APPROVAL OF THE DECEMBER 16th 2024 MINUTES**

The minutes were approved as distributed.

**TREASURER'S REPORT**

Jerse stated on the summary page, there are 3 payrolls listed. DeMeulenaere stated that also on the summary page, there is a transfer in the amount of \$300.00 for an administrative fee, and previously documentation has always been provided to have the Board sign off on the expense. DeMeulenaere asked the Board if they would like documentation going forward and the board agreed that they would.

6:33 pm Mary Banes arrived

**APPROVAL OF THE January 20th, 2025 BILLS LIST**

**MOTION by Barnes supported by Boettcher to approve the January 20th, 2025 Bills List and cover letter as presented for \$14,151.69.**

**AYES:**                              **ALL**  
**NAYES:**                          **NONE**  
**ABSENT:**                        **NONE**  
**MOTION:**                        **Carried.**

**BUDGET TO ACTUAL**

Jerse stated that all line items looked good. ¾ way through the year and should be at 75%. The budget committee met and will discuss this under new business. The Treasurer's report will be filed for audit.

**DIRECTOR'S REPORT**

DeMeulenaere reviewed the monthly report with the Board.

- W2's have been printed and handed out
- Little Creatures program had over 12 in attendance
- Now charging \$5.00 for adult craft. \$100.00 was deposited to activity fees for Jan
- Possible Kanopy purchase
- Inservice being held on Jan. 20th

- Tote bags ordered for Book Club

DeMeulenaere also provided the board with reports from Library iQ.

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

DeMeulenaere stated that the 2025 Membership is now open and the group will be holding a program on April 25th at the library and would like the Board's permission.

**Committees**

Policies - will be reviewing the part-time sick pay policy.

Personnel: DeMeulenaere will be working on employee evaluations.

Budget -Did meet and will discuss under new business

**UNFINISHED BUSINESS**

Upcoming laws changing for sick days

DeMeulenaere provided the board with a draft policy. If the Board has any suggestions or questions email Jerse or Boettcher.

**NEW BUSINESS**

Letter to Ray Township Board of Trustees in partnership with the FRTLHS

DeMeulenaere stated that the group would like to in partnership with the Library host a presentation on April 35th, 2025, and if the group thinks the program will not fit in the Library requests the room next door at the Township on the library's behalf.

Budget Amendments: The following budget amendments are suggested by the budget committee.

- Decrease penal fines to \$2,100.00
- Decrease Library Book Fines to \$200.00
- Increase Sale of Assets to \$200.00
- Decrease Wages to \$79,500.00
- Decrease Operating Supplies to \$5,500.00
- Decrease Programs to \$8,300.00
- Increase Ebooks to \$7,500.00

Barnes reviewed the suggested changes to the board

**MOTION by Conner supported by Stabile to approve the budget amendments as presented.**

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>NONE</b>
<b>MOTION:</b>	<b>Carried.</b>

**Items for February**

Draft of new fiscal budget from the budget committee

Set up Public Hearing for 205/2026 Fiscal Budget for March

Director completes annual staff performance reviews

Recommendations from the Director on budget and salary compensation

The Board conducts a yearly performance review of the Director.

**PUBLIC COMMENTS/CORRESPONDENCE:**

N/A

**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