

Minutes of the
Ray Township Public Library
Regular Board Meeting
July 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
 Christy DeMeulenaere, Director
 Wayne Conner, Vice-Chairperson
 Tammy Boettcher, Member
 Mary Barnes, Treasurer

ABSENT WITH NOTICE: **Barbara Rollins, Secretary**

ALSO PRESENT: **Ann Ripley**
 Megan Peiser
 Paige Jones

APPROVAL OF AGENDA

Approved as written

APPROVAL OF THE BOARD MEETING MINUTES JUNE 21ST, 2025

The minutes were approved as distributed.

TREASURER'S REPORT

Barnes stated the Bills List total was \$7,028.70, Bank Interest \$48.66, Bank Fee \$.18, Library Postage \$31.50, Admin Fees \$300.00, and 2 payroll periods with a total of \$13,217.14.

APPROVAL OF THE JULY 21ST, 2025 BILLS LIST

MOTION by Conner, supported by Boettcher, to approve the June 16th, 2025, Bills List and cover letter as presented for \$13,217.14.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Barbara Rollins, Secretary**
MOTION: **Carried.**

BUDGET TO ACTUAL

Barnes stated the library is a quarter through the year, and everything looks to be on track.

The budget to Actual will be filed for Audit

DIRECTOR'S REPORT

DeMeulenaere reviewed the monthly report with the Board.

- Showcases are now up on the website
- We will be keeping the Mango / Stats update
- Cancelling Creative Bug
- Paige received her Level 3 Limited Professional Certificate, is currently working on the New Director's Workshop, has a membership with ARSL, and will become a Notary this week. Will be attending Wayne

State this fall for Library Science. jPaige has also completed and received her CPR training and certificate. We have been working on learning finances, payroll, and operations.

- New sick wage account number 271-248-702.033 / Accrual update
- EAP - New Lifestyle Support with Personal Assistant Referrals
- EAP Utilization Report
- Michigan Activity Pass transportation (shared on Facebook)
- Portable DVD Player
- The Summer Reading Program is complete
- Looking into new programming and door-to-door mailer

Friends of the Ray Township Library and Historical Society

DeMeulenaere stated the group is currently working on the 2026 Calendar and will be meeting in August.

Committees

Policies - Did not meet, but did review the By-Laws

Personnel: Did not meet

Budget - Did meet and will be addressed under New Business

Board To Board - The group did meet

UNFINISHED BUSINESS

Director Reviewed: - Tabled

State of the Library - Completed and handed out to the Board for review, also sent to the Township for their next board meeting.

Rent Agreement with the Township

Jerse stated that he has been in contact with Supervisor Crump from the Township. The Library Board had a few changes that they would like to have addressed. Jerse will submit an email to Crump for review.

NEW BUSINESS

By-Laws

DeMeulenaere updated the bylaws that needed to be reviewed and sent them over to the Policies Committee for review. The updated By-Laws were handed to the Library Board.

MOTION by Barnes, supported by Boettcher, to approve the proposed changes to the Trustee By-Laws as presented

AYES:	ALL
NAYES:	NONE
ABSENT:	Barbara Rollins, Secretary
MOTION:	Carried.

2025 Audit

MOTION by Boettcher, supported by Connerr, to approve the 2025 Audit as presented

AYES:	ALL
NAYES:	NONE
ABSENT:	Barbara Rollins, Secretary
MOTION:	Carried

Budget Amendments

Barnes stated that \$1,000 is being removed from staff salaries 271-248-702.000, and \$1,000 is being added to Sick Pay #271-248-702.033

MOTION by Boettcher, supported by Conner, the budget amendments as presented

AYES:	ALL
NAYES:	NONE
ABSENT:	Barbara Rollins, Secretary
MOTION:	Carried

PUBLIC COMMENTS/CORRESPONDENCE:

Pieser questioned Hoopla usage, and a discussion was had.
Ripley thanked the Library Board and Staff for all their hard work

ADJOURNMENT

No further business, the meeting was adjourned.

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Barbara Rollins, Secretary

Jim Jerse, Chairperson