

Minutes of the
Ray Township Public Library
Special / Board Meeting
March 18th, 2024
Held at the Ray Township Public Library

Ray Township Public Library Chairperson Theresa Goike called the meeting to order at 6:33 p.m. at the Ray Township Public Library.

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

ABSENT WITH NOTICE: Elli Minert, Secretary
Marla Stabile, Member

ALSO PRESENT: N/A

APPROVAL OF AGENDA

MOTION by Conner supported by Boettcher to approve the agenda as presented.

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

GOIKE OPENED THE PUBLIC MEETING OF THE 2024-2025 FISCAL BUDGET AT 6:34 pm

MOTION by Conner supported by Boettcher to open the public meeting for the 2024-2025 Budget

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

MOTION by Conner supported by Boettcher to close the public meeting for the 2024-2025 Budget at 6:37pm

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

APPROVAL OF THE FEB 19th, 2024 MINUTES

Goike received and filed the minutes of the Feb. 19th, 2024 board meeting

TREASURER'S REPORT

Jerse stated the Bills List itself totaled \$4,268.80, bank interest totaled \$43.61, Onpay, totaled \$88.00, and 2 payroll periods estimated \$5,819.22 with a total of \$12,219.90. The list is missing the detailing of a difference of \$133.65 with the assumption that the difference is the auto deducted utilities.

APPROVAL OF THE MARCH 13th, 2024 BILLS LIST

MOTION by Conner supported by Boettcher to approve the March 13th, 2024 Bills List and cover letter as amended for a total of \$10,219.90.

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

BUDGET TO ACTUAL REPORT

Goike stated that the group has February and 1/2 of the March Budget to Actual reports. Jerse stated that all the line items are correct however program and field trips may be over. Jerse stated that we would like to adjust the payroll and program and field trips line items under new business A.

MOTION by Conner supported by Boettcher to accept the Budget to Actual report from February and March 13th as presented.

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

MOTION by Jerse supported by Boettcher to pay of any remaining bills through the end of the fiscal year up to \$1,000.00

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

MOTION by Jerse supported by Conner to pay the remaining fiscal year payroll expenses up to \$3,000.00

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

DIRECTOR'S REPORT

DeMeulenaere stated that the Library is holding a food drive for Gleaners. Crafts are going well and Toddler Time will be held at the farm. Assistant Mary Barnes received a new job and finished her two weeks out at the Library and will be missed. A conversation has been had on a possible replacement for the Assistant position. DeMeulenaere does have a lead on a grant writer for the Library and will follow up next month. The monthly report, hourly circulation report and Hoopla report was reviewed by the board.

Friends of the Ray Township Library and Historical Society

Goike stated that Ray Day is now June 23rd, 2024. The group would like their Silent Auction to run from June 10th -June 23rd. The Library Board was fine with the change of dates. April 18th will be the Hudson's event at 6:00pm at

the Twp. Center. The group is also starting to look into 2025 themes for the calendar. Mother's Day weekend will be the road cleanup. DeMeulenaere stated the group is also working on digitizing the archives.

Committees

Policies - Did not meet

Personnel: Jerse is working on the Director review.

Budget -Did meet and will discuss under New Business

UNFINISHED BUSINESS

2024-2025 Proposed Budget

APPROVAL OF THE 2024-2025 DRAFT BUDGET

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

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

NEW BUSINESS

2023-2024 Budget Amendments

Jerse proposed taking \$500.00 from salaries and allocating it to programs and field trips. Which would decrease salaries to \$70,500.00 and increase programs to \$12,500.00

MOTION by Jerse supported by Boettcher to amend the 2023-2024 budget by decreasing salaries by \$500.00 and increasing programs and field trips by \$500.00.

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

Employee Wages

The Board reviewed the recommended changes from the previous meeting.

MOTION by Conner supported by Boettcher to increase the Director pay rate to \$24.00 p/hr effective April 1st, 2024

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

MOTION by Conner supported by Boettcher to increase all current Clerks pay rate to \$13.00 p/hr effective April 1st, 2024

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

Township Lease Agreement

Goike stated the Library has the agreement. The document is on the Twp. agenda on Tuesday 3/19/2024. Goike stated the only change to the document that will be made is the year. Once the Township Board approves the document, Chairperson Goike will sign as the representative.

MOTION by Jerse approves the Chairperson to sign the Lease Agreement once it is approved by the Township Board and is finalized with the dates commencing in 2024.

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

Fiscal Agency Agreement

MOTION by Jerse approves the Chairperson to sign the Fiscal Agency Agreement once it is approved by the Township Board and is finalized with the dates commencing in 2024.

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

Items for April

State of the Library

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Conner supported by Boettcher to adjourn the meeting at 7:31 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson