

Approved Minutes of the
Ray Township Public Library
Board Meeting
September 18th, 2023

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

PRESENT: **Theresa Goike, Chairperson**
 Jim Jerse, Treasurer
 Marla Stabile, Member
 Tammy Boettcher, Member
 Christy DeMeulenaere, Director
 Elli Minert, Secretary

ABSENT WITH NOTICE: **Wayne Conner, Vice-Chairperson**

ALSO PRESENT: **N/A**

Goike stated that she would like to add 3.5 Correspondence and under New Business add B. 2023-2024 Budget Amendments.

APPROVAL OF AGENDA

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

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Wayne Conner, Vice-Chairperson**
MOTION: **Carried.**

APPROVAL OF THE AUGUST 22nd, 2023 MINUTES

MOTION by Jerse supported by Minert to approve the July August 22, 2023 Minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Wayne Conner, Vice-Chairperson**
MOTION: **Carried.**

CORRESPONDENCE

Goike stated that Ray Township Supervisor, Joe Jarzyna sent correspondence to Theresa Goike regarding that the Ray Township Public Library will need to obtain Liability Insurance in the amount of \$1,000,000.00 when holding special events in the Township Park. Going forward written requests must be submitted to the Township Clerk for approval to conduct any Library events of Township Property.

Jerse questioned what is considered to be a special event and suggested contacting Nickel & Saph regarding further details of Liability insurance.

DeMeulenaere stated that she would contact Joe Jarzyna to determine what is considered a special event and Nickel & Saph to determine what will be needed for insurance going forward.

RECEIVE AND FILE OF CORRESPONDENCE

MOTION by Jerse supported by Minert to receive and file the correspondence.

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

TREASURER'S REPORT

DeMeulenaere stated that the bills under computer technical expense in the amounts of \$27.84 and \$29.98 have the correct line item numbers but are actually both under the telephone. #271-790-883.000, Amazon, in the amount of \$14.95 is now under the correct line item. Goike stated that a possible in-person meeting with the Township Accountant would possibly help streamline the reporting process. DeMeulenaere will create a general checklist, and send it to Goike for review for the Township Accountant.

Jerse stated that the Library General fund totaled \$4,562.98, the Library Fund totaled \$5,311.58, and Payroll totaled \$5,182.60 with a total bills list of \$15,057.16. The biggest expense was for Classic Heating & Cooling with a total of \$3,995.00 for the new furnace. Jerse stated that the usual running rate for the month totaled \$12,000.00, August was higher due to the furnace. DeMeulanaere also stated that the library now has an AED ready for use. Goike asked what the computer technical expense of \$1,160.93 was for and DeMeulanaere replied that it was for the Mango database. Goike also asked about the computer technical expense in the amount of \$384.99 for Amazon, DeMeulanaere stated that the \$384.99 was for a virtual headset for the Blue Whale Grant. Goike stated that the virtual headset should go under operating expenses which is #271-790.740.000 instead of #271-248-735.000. Goike asked about the Amazon Capital Services that was listed on the bills list, DeMeulanaere stated that is the new pay-in-invoice setup the Library is utilizing to reduce credit card usage. The only problem with the invoices, the Board is not able to see what details or what was purchased with the invoices. DeMeulanaere stated that she would share with them the Bills List Google Document that she has set up that will provide detailed information about purchases.

APPROVAL OF THE SEPTEMBER 14th, 2023 BILLS LIST

MOTION by Minert supported by Boettcher to approve the September 14th, 2023 Bills List as presented for a total of \$15,057.16

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

BUDGET TO ACTUAL REPORT

Jerse stated that everything looks to be running at the current rate. Most of the line items will be discussed under the 2023-2024 Budget Amendments.

RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT

MOTION by Minert supported by Boettcher to receive and file the Budget to Actual Report

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

DIRECTOR'S REPORT

DeMeulanaere reviewed the monthly reports with the Board. All programming is well attended. The Library partnered with the Senior Center at the Township for Senior Crafts for the months of September, October, and November. Looking to hold a Senior Craft in the Library once a month. WIFI stats are now being received again. The Suburban Library Cooperative hired a new delivery Service. DeMeulanaere stated that the staff has been busy preparing programming for the grants that have been received by the Library.

Friends of the Ray Township Library and Historical Society

Goike stated that on Saturday, September 23rd, the group will be at Proctor Cemetery, looking at headstones that need to be replaced and also possibly cleaning ones that look in poor condition. On October 7th Rosie the Riveter will be at the Township Center and the group is also working on the calendars. The group will meet again in November.

Committees

Policies - Did not meet

Personnel: Jerse is working on the Director review.

Budget - Met before the meeting and will discuss under New Business.

UNFINISHED BUSINESS

SLC Board Representative

DeMeulenaere stated that she reached out to Mary Guzik who is a Ray Township Resident. Mary is interested in the position but does have a few concerns which DeMeulenaere did address and is awaiting a response. Minert stated that if Guzik is not interested in the position Minert would be interested in the position.

SLC BOARD REPRESENTATIVE

MOTION By Jerse supported by Boettcher to support Mary Guzik to represent Ray Township Public Library as an SLC Board representative. If Guzik is not interested in the position, Jerse nominates Minert to represent Ray Township Public Library.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried

NEW BUSINESS

Pancake Breakfast

DeMeulenaere informed the Board that the Library will be represented at the Fire Department's pancake breakfast on Sunday, October 1st. Barnes will have storytimes with a couple of hands-on activities.

2023-2024 Budget Amendments

Jerse stated that Goike and Jerse did meet before the meeting to discuss grants that the Library received, items that were over budget, and items that needed to be reviewed. The Library has received an additional \$6,755.00 in revenue that needs to be allocated. With the added revenue that would put the Library fund balance at \$141,755.00, \$5,000.00 was already budgeted for under dedicated grants. Jerse stated that the furnace was a one-time expense and that it would come out of the general fund. The Board reviewed the budget to the actual report and is suggesting the following amendments.

271-248-819.000	Audit Fees increase from	\$1,400.00 to \$1,600.00
271-248-821.000	State Aid to Cooperative from	\$1,850.00 to \$1,917.00
271-790-883.000	Programs & Field Trips from	\$7,000.00 to \$10,000.00
271-790-900.000	Printing & Publishing from	\$1,500.00 to \$2,500.00
271-790-933.000	Repair & Maintenance from	\$500.00 to \$5,000.00
271-000-589-003	Dedicated Grants from	\$5,000.00 to \$12,270.00
271-000-591.000	State Aid to Library from	\$3,700.00 to \$3,834.00
271-000-592.000	Penal Fines-Library from	\$2,400.00 to \$2,475.00
271-000-655.000	Library & Fines from	\$200.00 to \$400.00
271-000-665.000	Interest Income from	\$150.00 to \$400.00
271-000-673.000	Sale of Assets from	\$250.00 to \$50.00
271-000-675.000	Donations from	\$500.00 to \$300.00

MOTION By Jerse supported by Minert to approve the suggested budget amendments as suggested.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried

ITEMS FOR OCTOBER

N/A

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 7:22 pm

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried

Respectfully submitted by:

Approved by:

Christy DeMeulenaere, Director

Elli Minert, Secretary

Theresa Goike, Chairperson