

Minutes of the
Ray Township Public Library
Regular Board Meeting
April 19th, 2021
Zoom Meeting ID 71049725622

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:34 pm.

PRESENT: **Jim Jerse, Vice-Chairperson** **Theresa Goike, Chairperson**
 Elli Minert, Secretary Via Zoom **Marla Stabile, Member Via Zoom**
 Christy DeMeulenaere, Director **Wayne Conner, Member Via Zoom**

ABSENT: **Heather Phipps, Treasurer**

ALSO PRESENT: **N/A**

DeMeulenaere stated that the Public Meeting was not taken off the Agenda and needs to be removed.

APPROVAL OF AGENDA

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

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

Goike stated one change needed to be made to the minutes, Mary Barnes's title needs to be changed from Director to Library Assistant.

APPROVAL OF THE MARCH 15th, 2021 BOARD MEETING MINUTES

MOTION by Jerse supported by Minert to approve the March 15th, 2021 Board Meeting minutes as amended.

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

REPORTS

DeMeulenaere reviewed the Bills List, stating that under General Administration the total was \$3,918.10 mostly consisting of Computer Tech. Expenses. DeMeulenaere stated that under Dept. 790 Library was missing a line item for \$15.75 postage under operating supplies. The revised total under Library came to \$4,693.02, payroll totaled \$3,699.04, and a grand total of \$8,391.06.

APPROVAL OF THE APRIL 19TH, 2021 BILLS LIST

MOTION by Jerse supported by Minert to approve the April 19th, 2021 Bills List for \$8,391.06 as amended.

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

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BUDGET TO ACTUAL REPORT

Goike stated that this is the year-end report. Nothing was over budget, \$109,000 was received from taxes, \$106,000 from current taxes and \$3,000 was last year's delinquent taxes. Total Revenue for the year was \$123,388.47. \$5,000.00 over what was budgeted. Expenses for the month totaled \$6,740.83. All expenses were under budget. Total expenses year to date was \$78,961.16.

MOTION by Jerse supported by Minert to receive and file the budget to actual report.

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

Director

DeMeulenaere reviewed the Director's reports with the Board. DeMeulenaere stated that the Library of Michigan will be paying for PLOUD (the Library's website) from June 1- September 30 of 2021 using American Rescue Plan Act dollars. Mango database was purchased for the Library. Mary Barnes received a matching grant from the Pilcrow Foundation. The Library will be receiving \$900 from the foundation and looking for \$300 from a sponsor for a \$1,200.00 grant for Children's Books. The Library did approach the Friends of the Ray Township Library and Historical Society to be the sponsor and that will be discussed at their next meeting. The Library had a DIA Delivered East Asian Art: Material World on display which had 47 visits. The Library held a Kite Day which had a turnout of 30 people participating and also made the Record Newspaper. 20 children participated in putting together Jack and the Beanstalk. Connecting in a Digital World classes will be held at the end of May. The Library is now quarantining items for 24hrs. Covid preparedness plans and safety in the workplace have been updated. May 1st patrons will be able to save their book history of what they have checked out. Magazines are now available through Overdrive. The Library has started a new spotlight on non-fiction books monthly and April's books about gardening have been a great success. Also in the packet was the end-of-year report. Numbers seem very positive with all the changes made throughout the past year. The last report covered were statistics from the past 3 years of the end-of-year report. Goike and DeMeulenaere will be meeting via Zoom with our State Representative, Jeff Yaroch, for Advocacy Day.

Friends of the Ray Township Library and Historical Society

Goike stated the group has not met and will be meeting on May 20th at 6:00 pm at the Library and they will be having the yearly road clean-up on Thursday, May 6th at 10 am.

Committees

Policies - Nothing to report

Personnel: Nothing to report

Budget - Nothing to report

UNFINISHED BUSINESS

Covid-19 and the Library

DeMeulenaere reviewed updates earlier in the meeting.

New EIN Number & Meeting with the Township

DeMeulenaere received the information from the Library of Michigan and forwarded it to the Board. DeMeulenaere will contact Anne Seuryneck from Foster, Swift, Collins, and Smith PC to find out how much it will cost to write up a Fiscal Agent Agreement. Goike stated there is \$2,000 in the budget to cover the cost.

APPROVAL WITH MOVING FORWARD TO HAVE A FISCAL AGENT AGREEMENT DRAWN UP

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MOTION by Jerse supported by Minert to allow Goike or DeMeulenaere to contact the Lawyer to determine the cost to have a Fiscal Agent Agreement Drawn up not to exceed \$1,200.00.

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

State of the Library

DeMeulenaere reviewed the State of the Library with the Board.

APPROVAL OF 2020/2021 STATE OF THE LIBRARY

MOTION by Jerse supported by Minert to approve 2020/2021 State of the Library as presented.

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

Reaffirm documents presented by Director

APPROVAL OF REAFFIRMING THE LIBRARY DOCUMENTS WITH THE NEW LOGO

MOTION by Jerse supported by Conner to reaffirm the Library Documents with the new Logo.

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

Library Logo

Phipps forwarded suggested logos to the committee. The committee narrowed it down to two for the Board to review. Minert reviewed the logos with the Board.

APPROVAL OF LIBRARY LOGO

MOTION by Conner supported by Minert to approve both designs of the new logo.

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

Annual performance review of Director

Jerse to send a draft of the review to Board members within a week and requests changes to be sent a week before the May Board meeting. Tabled

Paladin Pest Control/ABC Home

Jerse reviewed the documents that Paladin Pest Control dropped off for review. Jerse stated there is nothing dangerous in the product's use. Jerse recommends using a non-petroleum-based product. DeMeulenaere will cancel the ABC Home Contract. Palladian Pest Control will donate its services to the Library.

APPROVAL OF PALADIN PEST CONTROL CONTRACT

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MOTION by Minert supported by Jerse to have a one-year contract with Paladin Pest Control at no cost to the Library with the stipulation that they use a non-petroleum-based product.

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

Job Description with a salary range

DeMeulenaere provided the Board with three updated Job Descriptions which include salary ranges and minor changes. The Board reviewed the Director job description, Goke suggested using Pay Range instead of Salary Range. Jerse suggested Pay Range from \$14.00-\$20.00 per hour.

APPROVAL OF DIRECTOR JOB DESCRIPTION

MOTION by Jerse supported by Minert to approve the Director job description as amended.

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

DeMeulenaere reviewed the Library Assistant Job Description with slight changes and pay range. Jerse suggested \$12.00- \$16.00 per hour, changes to the technical area, administrative area, and miscellaneous as amended.

APPROVAL OF LIBRARY ASSISTANT JOB DESCRIPTION

MOTION by Jerse supported by Minert to approve the Library Assistant job description as amended.

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

DeMeulenaere reviewed the Library Clerk job description with the Board with slight changes. Goike suggested \$10.00-\$12.00 per hour.

APPROVAL OF LIBRARY ASSISTANT JOB DESCRIPTION

MOTION by Jerse supported by Minert to approve the Clerk job description as amended.

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

NEW BUSINESS

Review Bylaws

Tabled

DeMeulenaere informed the Board that Lynn Vanslambrouck is no longer with the Library. DeMeulenaere will be sending out a letter with a pre-paid envelope asking Lynn Vanslambrouck to provide the Library with a resignation letter.

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Promotion of Mary Barnes to Library Assistant

DeMeulenaere stated that there is an open position for Library Assistant. Mary Barnes is currently the Interim Library Assistant and would like to promote her position.

APPROVAL OF PROMOTION OF MARY BARNES TO LIBRARY ASSISTANT

MOTION by Jerse supported by Minert to approve the promotion of Mary Barnes to Library Assistant at her current rate.

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

ITEMS FOR MAY

Review Bylaws, Director review, Lawyer

PUBLIC COMMENTS/CORRESPONDENCE:

None

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 7:54 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson