

Proposed Minutes of the
Ray Township Public Library
Regular Board Meeting
April 18th, 2022

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

PRESENT: Jim Jerse, Vice-Chairperson
Theresa Goike, Chairperson
Heather Phipps, Treasurer
Elli Minert, Secretary
Christy DeMeulenaere, Director

ABSENT: Wayne Conner, Member
Marla Stabile, Member

ALSO PRESENT: N/A

APPROVAL OF AGENDA

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

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

APPROVAL OF THE MARCH 21st, 2022 BOARD MEETING MINUTES

MOTION by Jerse supported by Minert to approve the March 21st, 2022 Board Meeting minutes as presented.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

REPORTS

DeMeulenaere stated that all the Huntington Bank charges were approved the previous month so they would post to the fiscal end of the year. Books, payroll, and utilities were also on the bills list. DeMeulenaere provided the Board with an over the breakdown of the payroll for the past 4 weeks.

APPROVAL OF THE APRIL 18TH, 2022 BILLS LIST

MOTION by Jerse supported by Minert to approve the April 18th, 2022 Bills List as presented for \$9,323.45

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

BUDGET TO ACTUAL REPORT

Phipps stated the report shows the end of the fiscal year. Each item line should be at 100% or less. Total Revenue for March was \$21,886.42 driven mainly by property taxes. Total expenses for March were \$9,899.42. All items stayed below 100%.

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

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

Director

DeMeulenaere provided the board with the Director's notes, end of year statistics, and monthly report
DeMeulenaere stated that at the top of the Director's notes was the insurance breakdown provided by Stephan Saph
DeMeulenaere stated that Library Assistant Mary Barnes has been signed up for a Virtual ZingTrain Workshop on May 11th for a cost of \$15.00.
DeMeulenaere stated that the Shelby Township Library will have its Grand Opening on May 23rd from 1-4.
DeMeulenaere stated that the Cooperative Directors voted on implementing a new interface which will be Polaris and will be in place and running by October 1st.
DeMeulenaere stated that recommendations for the SLC Director candidates were sent to the SLC Board. The candidate will be interviewed at the next SLC Board Meeting.
DeMeulenaere stated that the Summer Reading dates have been set.
DeMeulenaere stated that Barnes and DeMeulenaere have been added to a wish list for Family Place Training.
The Board reviewed the end of year statistics and the monthly report.

Friends of the Ray Township Library and Historical Society

Goike stated the group has not met.

Committees

Policies - N/A

Personnel: Jerse stated that he will have the Director's review next month.

Budget -N/A.

UNFINISHED BUSINESS

Annual performance review of Director - Tabled

NEW BUSINESS

State of the Library

DeMeulenaere provided the Board with a copy of the State of the Library to be read at the Township's May meeting.

REVIEW BY-LAWS

The Board reviewed the By-Laws

MOTION by Jerse supported by Minert to reaffirm the ByLaws as written.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

DeMeulanaere provided an updated copy of the 1.6 Ray Township Public Library Public Meeting Space sign up form.

1.6 Payroll Policy

DeMeulanaere provided the board with a proposed 1.6 payroll policy. The Board reviewed the policy with the recommendation of removing the last sentence of the first paragraph.

MOTION by Jerse supported by Minert to approve the 1.6 Payroll Policy with recommended changes.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

4.1 Policy on Purchasing

DeMeulanaere provided the board with a copy of the policy on purchasing with recommended changes.

MOTION by Jersw supported by Minert to approve the 4.1 Policy on Purchasing as presented.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

ITEMS FOR MAY

PUBLIC COMMENTS/CORRESPONDENCE: N/A

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 7:02 pm

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Marla Stabile, Member
MOTION: Carried.

Respectfully submitted by:

Christy DeMeulanaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson