

Minutes of the
Ray Township Public Library
Regular Board Meeting
April 20th, 2026
Held at the Ray Township Public Library

The Ray Township Public Library Treasurer, Mary Barnes, called the meeting to order at the Ray Township Public Library

PRESENT: Marla Stabile, Member
Tammy Boettcher, Member
Mary Barnes, Treasurer
Christy DeMeulenaere, Director
Barbara Rollins, Secretary

ABSENT WITH NOTICE: Jim Jerse, Chairperson
Wayne Conner, Vice-Chairperson

ALSO PRESENT: N/A

APPROVAL OF AGENDA
Received as presented.

APPROVAL OF THE BOARD MEETING MINUTES MARCH 17TH, 2026
The minutes were approved as distributed.

TREASURER'S REPORT

Barnes stated that

- Bills List \$6283.38
- Bank Interest \$54.66
- Bank Fee \$.21
- Payroll \$3,707.64
- Payroll \$3,494.03
- Total \$13,539.92

APPROVAL OF THE April 20th, 2026 BILLS LIST

MOTION by Rollins, supported by Boettcher, to approve the April 20th, Bills List and cover letter as presented for \$13,539.92.

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

BUDGET TO ACTUAL

Barnes reviewed the end of year report. Everything was in line except payroll and it wasn't over by much.

The budget to Actual will be filed for Audit

DIRECTOR'S REPORT

DeMeulenaere reviewed the report with the board

- Gleaners Food Drive
- Hoopla changed from 8 checkouts to 6 due to staying within the budget
- One seed, one state! 2026 Calendula Pacific Beauty.



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- Ordered 2 and renewed 3 hotspots through Tech Soup
- Audit in May

Friends of the Ray Township Library and Historical Society

DeMeulenaere stated that the quarterly Meeting will be held on May 14th @ 4:00pm and the 2026 Memberships now open

Committees

Policies - Did meet

Personnel: Did meet

Budget - N/A

UNFINISHED BUSINESS

Board conducts an annual performance review of the Director

Barnes stated that DeMeulenaere's review is completed. Will be given before the next meeting.

Grant

DeMeulenaere stated that the week prior the group met and had made progress. This is an ongoing work in progress. Contact with the Township will be made to set up a joint meeting.

NEW BUSINESS

State of the Library

DeMeulenaere provided the Board with the 2025-2026 State of the Library. This report will also be provided to the Township Board for their next meeting. Discussion was had on having a back up plan.

By-Laws and Policy Review

Boettcher stated the committee did meet. Changes requested for the Personal Manual include Employee Status, Time Clock, Attendance and Punctuality, Safety/Reporting of Injury and Ray Township Public Library CLOSINGS, Library Director Job Description, Library Assistant Job Description and the Library Clerk Job Description. Changes requested for the Policies Manual include updating 1.6 Payroll Policy. The By Laws are up to date.

APPROVAL OF THE UPDATES TO THE PERSONAL MANUAL

MOTION by Boettcher supported by Rollins to approve the Personnel Manual updates as presented.

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

APPROVAL OF THE UPDATES TO THE POLICY MANUAL

MOTION by Boettcher supported by Rollins to approve the Policy Manual update as presented.

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

ITEMS FOR MAY

Fine Free Library

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

No further business, the meeting was adjourned at 7:14pm

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Barbara Rollins, Secretary

Jim Jerse, Chairperson