

Minutes of the
Ray Township Public Library
Regular Board Meeting
August 17th, 2020
Zoom Meeting ID 76077709288

Ray Township Public Library Board Chairperson Terry Goike called the meeting to order via Zoom at 6:30pm.

PRESENT: **Jim Jerse, Vice Chairperson** **Terry Goike, Chairperson**
 Christy DeMeulenaere, Director **Marla Stabile, Member**
 Wayne Conner, Member

ABSENT: **Heather Phipps, Treasurer** **Elli Minert, Secretary**

ALSO PRESENT: **Lynn Vanslambrouck via Zoom**

APPROVAL OF AGENDA

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

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Heather Phipps, Elli Minert**
MOTION: **Carried.**

APPROVAL OF THE JULY 20TH BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the July 20th, 2020 Board Meeting minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Heather Phipps, Elli Minert**
MOTION: **Carried.**

REPORTS

Bills List-

Goike stated the Bills List consisted of Baker and Taylor for \$584.93, petty cash for the Summer Reading Program totaled \$63.99, Suburban Library Cooperative for State Aid and a new staff computer totaled \$1,642.38, PNC purchases which totaled \$138.02, Utilities and three weeks of payroll for a total of \$7,169.75.

APPROVAL OF THE AUGUST 17th, BILLS LIST

MOTION by Conner supported by Jerse to approve the July 20th, 2020 Bills List for \$7,169.75 as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Heather Phipps, Elli Minert**
MOTION: **Carried.**

BUDGET TO ACTUAL REPORT

Goike stated that the YTD Current Property Tax total \$2,993.00 should go under the Delinquent Personal Property Taxes. Total Revenue for July totaled \$5,054.44. July expenses totaled \$9,898.32. Target percent for July was 33%.

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

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AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Elli Minert
MOTION: Carried.

Director

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere stated that a Minecraft Server was purchased for a children's program for \$5.00 a month. \$14.25 was raised from the book sale held on August 8th. The new Book Club is going well with 9 patrons participating. SLC can send out a global message to all Patrons, DeMeulenaere sent out a global message letting Patrons know the Library is open. Patrons now can sign up online for a Temporary Library Card. ABC Home's contract needed to be renewed and DeMeulenaere would fax it to ABC. The Library is now a Melcat visiting Library which allows Melcat patrons who are visiting from within the state can now check out at the Library. The Upper Peninsula will be added to the Overdrive group. Penal Fines have been received for a total of \$3,537.42. DeMeulenaere signed up herself, Laura Kaltz, Lynn Vanslambrouck and Mary Barnes for a Foundations of Digital literacy Class for a total of \$60.00. MLA is holding a virtual Conference Charting a New Course Together on October 28 & 29th for a fee of \$95.00. DeMeulenaere also provided the Board with a Summer Reading Program recap provided by Mary Barnes.

Friends of the Ray Township Library and Historical Society

Goike stated that one person attended the History Unlocked on August 4th and the group will be meeting at 6:00pm on Thursday August 26th.

Committees

Policies - Nothing to report

Personnel - Nothing to report

Budget - Nothing to report

UNFINISHED BUSINESS

2020 Millage

The Library millage did pass and DeMeulenaere will follow up with Clerk Lori Lascoe to ensure everything is all set.

Covid-19 and the Library

DeMeulenaere notified the Board that everything seems to be running smoothly.

CARES ACT GRANT

DeMeulenaere notified the Board the Library did receive the CARES ACT GRANT for a total of \$1,548.00 PPE items were purchased which included face masks, gloves, hand sanitizer, sneeze guard for the computers and floor markers. Under the Digital Inclusion part of the grant, 2 hot spots both with one year of service, an Ipad and chromebook for circulation and accessories had also been purchased.

DeMeulenaere provided the Board with a policy for circulating the Hot Spots for review.

MOTION by Conner supported by Jerse to adopt the Mobile Hotspot Lending Program with the addition of return date and initials.

AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Elli Minert
MOTION: Carried.

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NEW BUSINESS

Audit

Goike reviewed the Audit with the Board.

MOTION by Conner supported by Jerse to receive and file the Audit from King and King CPA.

AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Elli Minert
MOTION: Carried.

ITEMS FOR SEPTEMBER

None

PUBLIC COMMENTS/CORRESPONDENCE:

None

ADJOURNMENT

MOTION by Conner supported by Jerse to adjourn the meeting at 7:14pm

AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Elli Minert
MOTION: Carried.

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Theresa Goike, Chairperson

Elli Minert, Secretary