

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
August 16th, 2021

Ray Township Public Library Board Vice-Chairperson Jim Jerse called the meeting to order at 6:30 pm.

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

**ABSENT:**                      **Theresa Goike, Chairperson**    **Heather Phipps, Treasurer**

**ALSO PRESENT:**                      **N/A**

**APPROVAL OF AGENDA**

**MOTION** by Conner supported by Minert to approve the agenda as presented.

**AYES:**                                      **ALL**  
**NAYES:**                                      **NONE**  
**ABSENT:**                                      **Theresa Goike, Chairperson**    **Heather Phipps, Treasurer**  
**MOTION:**                                      **Carried.**

**APPROVAL OF THE JULY 19th, 2021 BOARD MEETING MINUTES**

**MOTION** by Conner supported by Minert to approve the July 19th, 2021 Board Meeting minutes as presented.

**AYES:**                                      **ALL**  
**NAYES:**                                      **NONE**  
**ABSENT:**                                      **Theresa Goike, Chairperson**    **Heather Phipps, Treasurer**  
**MOTION:**                                      **Carried.**

**REPORTS**

DeMeulenaere reviewed the bills list with the Board. The bills list consist of 3 payroll periods, books, credit card statements, under printing and publishing, the Library ordered bookmarks and tri-fold brochures. The bills list totaled \$8,018.63. DeMeulenaere stated that Centralized Purchasing has been received and the Library will be using that to purchase books for the Library.

**APPROVAL OF THE AUGUST 16TH, 2021 BILLS LIST**

**MOTION** by Conner supported by Minert to approve the August 16th, 2021 Bills List for \$8,018.63 as presented.

**AYES:**                                      **ALL**  
**NAYES:**                                      **NONE**  
**ABSENT:**                                      **Theresa Goike, Chairperson**    **Heather Phipps, Treasurer**  
**MOTION:**                                      **Carried.**

**BUDGET TO ACTUAL REPORT**

DeMeulenaere reviewed the Budget to Actual report. DeMeulenaere stated that the Library should currently be at 33%. Total revenue for the month was \$176.69 which included book sales, donations, copies, and activity fees. Total expenses for the month were \$11,049.30. Miscellaneous expenses, books, and computer tech expenses were over 33% but will balance out.

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

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Theresa Goike, Chairperson Heather Phipps, Treasurer  
**MOTION:** Carried.

**Director**

DeMeulenaere handed out a recap of the evaluations from the Summer Reading Program. DeMeulenaere reviewed the monthly report which showed that Juvenile book circulation is up, new registrations are up and Saturday business has been picking up. DeMeulanere and the Board discussed the current Covid 19 updates. DeMeulenaere stated that there are currently no mandates in the State of Michigan. After the discussion was had, DeMeulenaere will place the CDC recommendations on the door and at this time masks are not required in the Library, and in-person programming will continue. Patrons will be provided with masks and hand sanitizer if needed. DeMeulenaere stated the final report for the PPE and Digital Inclusion was submitted and accepted.

**Friends of the Ray Township Library and Historical Society**

DeMeulenaere stated that the calendar is in the works and should be available before the holidays. DeMeulenaere also stated that the Library requested a Cricut Air 2 from the group, which the group did purchase for the Library.

**Committees**

Policies - Nothing to report

Personnel: Nothing to report

Budget - Nothing to report

**UNFINISHED BUSINESS**

**New EIN Number & Meeting with the Township**

Jerse stated that the Library Board received correspondence from Ray Township that stated the Township received and filed the Fiscal and Lease Agreement that was presented to them at their last Board meeting. Since the correspondence, Elli Minert and Christy DeMeulenaere met with Township Supervisor Joe Jarzyna and Township Treasurer Betsy Bart to review the documents. Requested changes to the Lease Agreement were to remove all information regarding sub-leasing the building and discussion was had on how to proceed with the plowing of the snow. Jarzyna was going to follow up with the Township maintenance employee Bob Prior and talk about pricing. Jarzyna will follow up with DeMeulenaere. 2 changes were suggested for the Fiscal Agency Agreement which includes, adding that the Library will provide processed payroll and figures to the Township Account with the information to provide the Library with the monthly reports, and to include that a base of \$1,200.00 will be paid yearly to the Township for paying bills starting in 2021/2022 and be reviewed yearly. Once approved by the Library Board, DeMeulanere will update the changes and send them to the Township Board for review.

**MOTION by Conner supported by Minert approves the changes to the Fiscal and Lease Agreement as stated above with the exception of the snow removal.**

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Theresa Goike, Chairperson Heather Phipps, Treasurer  
**MOTION:** Carried.

**Annual performance review of Director**

Tabled.

**NEW BUSINESS**

Approval of the 2020/2021 Audit

**MOTION by Conner supported by Minert approves 2020/2021 Audit prepared by King and King as presented.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Theresa Goike, Chairperson Heather Phipps, Treasurer**  
**MOTION: Carried.**

**ITEMS FOR SEPTEMBER**

**PUBLIC COMMENTS/CORRESPONDENCE:**

Letter from the Township which was mentioned under unfinished business.

**ADJOURNMENT**

**MOTION by Conner supported by Minert to adjourn the meeting at 7:03 pm**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Theresa Goike, Chairperson Heather Phipps, Treasurer**  
**MOTION: Carried.**

*Respectfully submitted by:*

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Christy DeMeulenaere, Director

Approved by:

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**Elli Minert, Secretary**

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Theresa Goike, Chairperson