

Minutes of the
Ray Township Public Library
Board Meeting
August 22nd, 2023

Ray Township Public Library Board Treasurer Jim Jerse called the meeting to order at 6:31 pm at the Ray Township Public Library.

PRESENT: Jim Jerse, Treasurer
Marla Stabile, Member
Tammy Boettcher, Member
Christy DeMeulenaere, Director
Elli Minert, Secretary

ABSENT WITH NOTICE: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson

ALSO PRESENT: N/A

APPROVAL OF AGENDA

MOTION by Minert supported by Boettcher to approve the agenda as presented

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried.

APPROVAL OF THE JULY 17th, 2023 MINUTES

MOTION by Minert supported by Boettcher to approve the July 17th, 2023 Minutes as presented.

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried.

TREASURER'S REPORT

Jerse stated that the bills list had many charges from the Summer Reading Program.

DeMeulenaere stated that the Library has started to use the pay by invoice by Amazon and there are charges on the current bills list.

APPROVAL OF THE AUGUST 21st, 2023 BILLS LIST

MOTION by Minert supported by Boettcher to approve the August 21st, 2023 Bills List as presented for a total of \$11,194.98

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried.

BUDGET TO ACTUAL REPORT

Jerse stated that Audit Fees are over and is aware of that. The budget committee plans on meeting within the next month.

RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT

MOTION by MInert supported by Boettcher to receive and file the Budget to Actual Report

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried.

DIRECTOR'S REPORT

DeMeulenaere reviewed the monthly report and collection reports with the Board. DeMeulnaere provided the Board with the documentation from Baker and Taylor regarding pricing. DeMeulenaere also included 2 letters of correspondence that were addressed to the Ray Township Board of Trustees, the first one was from Chairperson Theresa Goike responding to the Township's request to have the Library Board meeting dates changed. The Township received and filed the letter at their Board meeting. DeMeulanere also provided a letter to the Township Board of Trustees regarding the 5K that the Library wanted to partner with Wayne Conner to support Homeless Vets. The Township decline the date requested and if the Library chooses another date and the fields are open, the Library will need to retain liability insurance

DeMeulenaere stated the following

- Barnes declined the program approved at the last meeting.
- Received Vox books from LOM
- Penal Fines received of \$2474.50
- SLC Annual Review plan will be reviewed every 6 months
- Closed POD program, Macomb County
- Overdrive was approved for additional 30% Content Credit
- SLC Staffed received a 3% raise across the board
- SLC will be hiring Marketing Coordinator for the Coop to support libraries....\$35,000-\$43,680
- Baker & Taylor Prices are increasing, the Library is grandfathered in.
- Working on the Personal Manual
- Discussed the Makerspace Desk
- Centralized Purchasing has been received.

Friends of the Ray Township Library and Historical Society

DeMeulenaere stated that the group did meet. The group is currently working on the 2024 Calendar in partnership with Romeo and Washington Twp. Historical Societies. The theme this year is Roads. The group also has been cleaning headstones at Proctor Cemetery, and will be looking into the next phase.

Committees

Policies - Employee Manual will be reviewed after summer.

Personnel: Jerse is working on the Director review.

Budget -Did not meet, but will try to meet in September

UNFINISHED BUSINESS

2023/2024 Audit

Jerse stated that after reviewing the Audit nothing stands out.

APPROVAL OF THE 2023/2024 AUDIT

MOTION by Minert supported by Boettcher to Receive and File the 2023/2024 Audit.

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried.

SLC Board Representative

The Board discussed looking into the community with finding a SLC Board Representative.
Tabled

Library Board Meeting Dates

Jerse stated that the Township received and filed the correspondence from Chairperson Goike with no discussion.
Item can be removed from the agenda.

Copy of King & King Audit Contract

Jerse stated they have a copy of the contract and it was signed last year with increases noted.

NEW BUSINESS

Furnace Bids

Jerse stated that DeMeulenaere received 3 Furnace replacement Proposals.
Johnson Thermol Temp, Inc. for a total of \$3,960.00
Comfort-Temp Heating and Cooling for a total of \$4950.00
Classic Heating & Cooking for a total of \$3,995.00
The Board reviewed the proposals, warranty details, and overall information.

FURNACE BIDS

MOTION By Minert supported by Boettcher to accept the proposal from Classic Heating and Cooling for a total of \$3,995.00.

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried

AED Machine

DeMeulenaere provided 2 quotes to the Library Board.
American AED for a total of \$2,050.00
Cardio Partners Inc. for a total of \$1,710.25
The Board discussed the two quotes. The Cardio Partners Quote had a good price with everything the Library will need. The Board did question the ARCH-1 expense of the Arch Medical Direction and Program Management for 1 year for a total of \$99.00s. DeMeulenaere will look into the expense.

AED MACHINE

**MOTION BY MINERT SUPPORTED BY BOETTCHER TO PURCHASE THE AED BY CARDIO PARTNERS
PENDING CLARIFICATION OF THE ARCH-1 EXPENSE**

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried

ITEMS FOR SEPTEMBER

N/A

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Minert supported by Beottcher to adjourn the meeting at 6:59 pm

AYES: ALL
NAYES: NONE
ABSENT: Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson
MOTION: Carried

Respectfully submitted by:

Approved by:

Christy DeMeulenaere, Director

Elli Minert, Secretary

Theresa Goike, Chairperson