

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
April 20th, 2020  
Zoom Meeting ID 244-483-059

Ray Township Public Library Board Chairperson Terry Goike called the meeting to order via Zoom at 6:36pm.

**PRESENT:**                    **Jim Jerse, Vice Chairperson**        **Terry Goike, Chairperson**  
   **Christy DeMeulenaere, Director**    **Heather Phipps, Member**  
   **Elli Minert, Secretary**

**ABSENT:**                    **Wayne Conner, Member**                **Marla Stabile, Member**

**ALSO PRESENT:**        **Camille Grabb**

**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 APRIL 2nd, 2020 SPECIAL BOARD MEETING MINUTES**

**MOTION** by Jerse supported by Minert to approve the April 2nd, 2020 Special Board Meeting minutes as presented.

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

**REPORTS**

Bills List-

Phipps stated that the Bills List totaled \$8,282.16. Bills were paid to Baker and Taylor, Ray Township for Admin. Fee's, automated system yearly fee to the Suburban Library Cooperative for \$2,997.82, Payroll for \$4,137.37, auto pay utilities for \$268.57 and the PNC Visa Credit Card for \$527.51.

**APPROVAL OF THE APRIL 20th, BILLS LIST**

**MOTION** by Jerse supported by Minert to approve the April 20th, 2020 Bills List for \$8,282.16 as presented.

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

Budget to Actual Report:

Phipps stated that the revenue for February totaled \$19,209.52. Total expenses for the month of March totaled \$6,322.47 driven mainly by payroll. Target for expenses should be at 100% Dues, meeting and seminars ended at 114%. DeMeulenaere stated there will be a credit of \$125.00 back to the dues, meeting and seminars account for a cancelled event.

**APPROVAL OF RECEIVE AND FILE THE BUDGET TO ACTUAL REPORT**

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

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

**Director**

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere has been in contact with King and King regarding the audit.

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

Nothing to Report

**Committees**

Policies

Nothing to report

Personnel

Nothing to report.

Budget

Nothing to report.

**UNFINISHED BUSINESS**

2020 Millage

Goike stated minutes have been approved, signed and certified. The only change that needed to be made was the title for the ballet to Ray Township Public Library. Lori Lascoe the Ray Township Clerk confirmed that all the information was turned into the County and hardcopies were given to DeMeulenaere.

State of the Library:

DeMeulenaere reviewed the State of the Library with the Board. DeMeulenaere will post it on the Library website and will present the State of the Library to the Township when live board meetings resume.

Covid-19 and the Library

DeMeulenaere presented the Board with the Re-Opening the Library after the COVID-19 guide. The guide was reviewed and changes were made to the original document which includes, it is up to the employee whether to wear a mask or not, masks will be provide for staff and patrons, restrooms will be open the the public, disposable keyboard covers will be purchased, 20 minute suggestion for computer usage, 20 minutes suggestion for patrons to pick out materials, 4 patrons including two staff members may be allowed in the building at the same time, food and beverage will not be allowed for patrons, staff may have food and beverage in back office and if a staff member tests positive for COVID-19 the Library will shut down for 48hrs.

DeMeulnaere informed the Board that Greg Goike has offered to make a sneeze guard for the Library. The Library will be responsible for the cost of the materials. The sneeze guard will be 6ft from the floor to the top of the guard, made out of shatterproof ¼" acrylic and will cover the entire circulation desk.

DeMeulenaere reviewed with the Board the curbside pickup and delivery document.

**APPROVAL OF GUIDE TO RE-OPEN AFTER CLOSURE FROM COVID-19**

**MOTION** by Phipps supported by Jerse to approve the Guide to re-open after closure from COVID-19 with the modifications to be made by the Director as discussed.

Ray Township Public Library Minutes 4/20/2020

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

**APPROVAL OF CURBSIDE DROP OFF AND PICKUP PROCEDURE**

MOTION by Phipps supported by Jerse to approve the procedure for curbside drop off and pick up for the Library as presented.

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

**APPROVAL TO PAY FOR THE COST OF THE SNEEZE GUARD**

MOTION by Phipps supported by Jerse to pay for the cost of materials for Greg Goike to install a sneeze guard to end 6ft above the floor around the circulation desk, not to exceed \$1,000.00.

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

Library Assistant Job Description

DeMeulneaere reviewed the final draft of the Library Assistant Job Description.

**APPROVAL OF THE LIBRARY ASSISTANT JOB DESCRIPTION**

MOTION by Jerse supported by Phipps to approve the Library Assistant Job Description as presented.

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

**NEW BUSINESS**

None

**ITEMS FOR MAY**

None suggested

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

**ADJOURNMENT**

MOTION by Phipps supported by Jerse to adjourn the meeting at 7:36pm

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

*Respectfully submitted by:*

*Ray Township Public Library Minutes 4/20/2020*

---

Christy DeMeulenaere, Director

Approved by:

---

Theresa Goike, Chairperson

---

Elli Minert, Secretary