

Minutes of the
Ray Township Public Library
Regular Board Meeting
July 20th, 2020
Zoom Meeting ID 79403908247

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**
 Elli Minert, Secretary (Zoom) **Wayne Conner, Member**
 Heather Phipps, Treasurer (Zoom)

ABSENT: **N/A**

ALSO PRESENT: **N/A**

APPROVAL OF AGENDA

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

AYES: **ALL**
NAYES: **NONE**
ABSENT: **NONE**
MOTION: **Carried.**

APPROVAL OF THE JUNE 15TH BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the June 15th, 2020 Board Meeting minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **NONE**
MOTION: **Carried.**

REPORTS

Bills List-

Phipps stated the bills list totaled \$8,636.81. Payroll totaled \$2,792.99, Suburban Library Cooperative total was \$3,205.07 which included the Automated System service fee; the audit from King and King totaled \$1,200.00, and \$343.69 to Ray Township for postage and administration. fee's.

APPROVAL OF THE JULY 20th, BILLS LIST

MOTION by Conner supported by Jerse to approve the July 20th, 2020 Bills List for \$8,636.81 as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **NONE**
MOTION: **Carried.**

BUDGET TO ACTUAL REPORT

Phipps stated Goike noticed an error to the report, under current property taxes should read 0 and under Delinquent Personal Property taxes should be \$2,993.00 which did not affect the total revenue for the month of June which totaled \$3,194.46. June expenses totaled \$4,825.47, which left a ending balance of \$94,746.16.

Ray Township Public Library Minutes 7/20/2020

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

AYES: ALL
NAYES: NONE
ABSENT: NONE
MOTION: Carried.

Director

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere provided the Board with a report that consisted of statistics from the past 5 years for review.

DeMeulenaere stated that Melcat is currently not running but should be working within the next couple of weeks.

DeMeulenaere stated the keyboard covers from Medicus are being refunded.

DeMeulanere stated that the Library will be starting an Adult Book Club.

DeMeuleanere stated that the website has been updated as changes occur.

DeMeulenaere stated that there will be a Summer Reading Program which will only last 4 weeks this year. Mary Barnes created a website for the program and 5 children attended the first event.

DeMeulenaere stated that she spoke with the contact from Huntington Bank regarding the misc. fees and reported that the cost to count cash has increased and they are charging .2/\$10.00 deposited.

Friends of the Ray Township Library and Historical Society

Goike stated the Friends group have not met. History Unlocked will be on July 21st from 1-3 by appointment.

Committees

Policies - Nothing to report

Personnel - Nothing to report

Budget - The budget committee did meet and there are no recommended changes at this time.

UNFINISHED BUSINESS

2020 Millage

DeMeulenaere handed out forms for anyone who wanted to be a write-in candidate on the November Ballot. The Library millage is on the ballot for August 4th, 2020.

Covid-19 and the Library

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

NEW BUSINESS

2020 Millage Flyer

Discussion was had on whether or not the Library should create a flyer regarding the proposed new additional millage. The Board decided not to print a flyer.

FosterSwift Discussion about Reopening Plan

DeMeulenaere stated that the Suburban Library Cooperative asked which Libraries would be interested in getting a group discount for a Reopening Plan and Preparedness and Response Plan from FosterSwift and RAY was added to

Ray Township Public Library Minutes 7/20/2020

the list. Everyone on the list ended up getting charged. \$250.00 was the billed amount from the Cooperative. DeMeulnaere stated that she could use the remaining amount from the Centralized Purchasing Account and then the remaining amount would go under the Attorney account.

ADOPTION OF THE COVI19 REOPENING PLAN AND PREPAREDNESS RESPONSE PLAN

MOTION by Conner supported by Jerse to adopt the Reopening Plan and Preparedness Response Plan from FosterSwift.

AYES: ALL
NAYES: NONE
ABSENT: NONE
MOTION: Carried.

Mary Barnes Pay Rate

DeMeulnaere informed the Board that Mary Barnes will be working 15 hours a week and will be in charge of the kids programming, facebook and marketing. Mary Barnes has not received an increase in pay since time of hire. DeMeulnaere suggested a pay raise from \$10.25 to \$11.00 p/hr.

APPROVAL OF PAY RAISE FOR MARY BARNES

MOTION by Conner supported by Jerse to approve to raise Mary Barnes pay rate from \$10.25 to \$11.00 p/hr effective July 20th, 2020.

AYES: ALL
NAYES: NONE
ABSENT: NONE
MOTION: Carried.

ITEMS FOR AUGUST

Audit

PUBLIC COMMENTS/CORRESPONDENCE:

None

ADJOURNMENT

MOTION by Conner supported by Jerse to adjourn the meeting at 7:04pm

AYES: ALL
NAYES: NONE
ABSENT: NONE
MOTION: Carried.

Respectfully submitted by:

Christy DeMeulnaere, Director

Approved by:

Theresa Goike, Chairperson

Elli Minert, Secretary