

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
June 15th, 2020  
Zoom Meeting ID 79084610720

Ray Township Public Library Board Chairperson Terry Goike called the meeting to order via Zoom at 6:38pm.

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

**ABSENT:**                    **Heather Phipps, Member**

**ALSO PRESENT:**            **Lynn Vanslambrouck**

**APPROVAL OF AGENDA**

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

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

**APPROVAL OF THE MAY 18TH BOARD MEETING MINUTES**

**MOTION by Conner supported by Jerse to approve the May 18th, 2020 Board Meeting minutes as presented.**

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

**REPORTS**

Bills List-

Goike stated that the Bills List totaled \$3,315.25. \$375.51 was paid to Baker and Taylor,, PNC Visa Card \$30.80, auto utilities and payroll wages of \$1,812.83.

**APPROVAL OF THE JUNE 15th, BILLS LIST**

**MOTION by Conner supported by Jerse to approve the June 15th, 2020 Bills List for \$2,629.50 as presented.**

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

**BUDGET TO ACTUAL REPORT**

Goike stated that the revenue for May totaled \$65.23 and expenses totaled \$2,828.01.

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

**AYES:**                    **ALL**  
**NAYES:**                **NONE**

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**ABSENT:** Heather Phipps, Member  
**MOTION:** Carried.

**Director**

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere stated that the Cares Act Grant has been submitted

DeMeulenaere notified the Board the Library received an email from King and King notifying the Library they will be charged an additional \$100 for the auditors to file the Qualifying Statement. DeMeulenaere spoke with King and King, they waived the fee for this year. The Board will determine how to proceed next year by paying the extra \$100 or file the report themselves.

DeMeulenaere stated the new PC was ordered and there will be a patron purge in July.

DeMeulanere stated that the Summer Reading Program will start mid to end of July and the staff is working on virtual and in person activities.

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

Goike stated the Friends group did meet and the group decided not to go forward with the 2021 Calendar. History Unlocked will be held at the Library by appointment. The group also did the yearly road cleanup and purchased the bags for the Library for curbside pickup.

**Committees**

Policies - Nothing to report

Personnel - Jerse stated that the Director review was given and well received.

Budget - The budget committee will meet before the next Board Meeting.

**UNFINISHED BUSINESS**

2020 Millage

Goike stated all documents have been submitted. Goike suggested that information should be gathered for a factual informational flyer or online post about the millage.

Covid-19 and the Library

DeMeulenaere notified the Board of the COVID-19 updates which include that the Library staff will complete a health screening survey prior to working their scheduled shift. Each clerk will have their own bin which provides them with PPE and office supplies. The Library is now open to the Public, will provide temporary hours until July 6th and updated the cleaning checklist.

**NEW BUSINESS**

**ITEMS FOR JULY**

2020 Millage Flyer

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

**ADJOURNMENT**

**MOTION by Conner supported by Jerse to adjourn the meeting at 6:59pm**

**AYES:** ALL  
**NAYES:** NONE

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**ABSENT:** Heather Phipps, Member  
**MOTION:** Carried.

*Respectfully submitted by:*

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Christy DeMeulenaere, Director

Approved by:

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Theresa Goike, Chairperson

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Elli Minert, Secretary