

Minutes of the
Ray Township Public Library
Regular Board Meeting
October 19th, 2020
Zoom Meeting ID 71049725622

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order via Zoom at 6:30pm.

PRESENT: **Jim Jerse, Vice Chairperson** **Theresa Goike, Chairperson via Zoon**
 Christy DeMeulenaere, Director **Marla Stabile, Member**
 Elli Minert, Secretary via Zoom

ABSENT: **Wayne Conner, Member**
 Heather Phipps, Treasurer

ALSO PRESENT: **Lynn Vanslambrouck via Zoom**

DeMeulenaere requested that 2 items be added under New Business to the agenda. New Business A. Paid Medical Leave Act and B. Library having a separate EIN#

APPROVAL OF AGENDA

MOTION by Jerse supported by Minert to approve the agenda as amended.

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

APPROVAL OF THE SEPTEMBER 21ST BOARD MEETING MINUTES

MOTION by Jerse supported by Minert to approve the September 21st, 2020 Board Meeting minutes as presented.

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

REPORTS

Bills List-

Goike stated the bills list was mainly driven by payroll, computer technical expense and administrative fees to the Township. The bills list totaled \$8,202.96.

APPROVAL OF THE OCTOBER 19TH, BILLS LIST

MOTION by Jerse supported by Minert to approve the October 19th, 2020 Bills List for \$8,202.96 as presented.

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

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ABSENT: Wayne Conner, Member
Heather Phipps, Treasurer
MOTION: Carried.

BUDGET TO ACTUAL REPORT

Goike stated the Budget to Actual report was missing a section. Expenses totaled \$4,961.58 and revenue for the month totaled \$501.57. The budget year is at 50% with line items falling in line with that percent.

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

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Heather Phipps, Treasurer
MOTION: Carried.

Director

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere reviewed DVD circulation statistics for the past few years.

DeMeulenaere subscribed to Library Journal, an upgraded Zoom account and Canva pro with proceeds from the personal growth stipend from the Next Leadership Level Grant.

The personal growth stipend also paid for the MLA registration.

DeMeulenaere stated that over \$400.00 in Healthy cooking, cookbooks, meal prep, DVD's and body positivity flash cards were ordered for Circulation from the grant.

DeMeulenaere stated that last month programs consisted of Book Club, Not Quite Back to School Party, Minecraft and Adult Craft.

Friends of the Ray Township Library and Historical Society

Goike stated the group will be meeting on Wednesday, October 21st via Zoom. The group will be discussing Proctor Cemetery and planning for next year.

Committees

Policies - The Board reviewed the Chromebook lending agreement. The agreement is similar to the HotSpot and iPad agreement approved last month.

APPROVAL OF Chromebook Lending Agreement

MOTION by Jerse supported by Minert to approve the Chromebook lending agreement as presented.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Heather Phipps, Treasurer
MOTION: Carried.

Personnel: Nothing to report

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Budget - Nothing to report

UNFINISHED BUSINESS

Covid-19 and the Library

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

NEW BUSINESS

Paid Medical Leave Act

DeMeulenaere was approached by Joe Jarzyna the Township Supervisor, He thought the Library should be paying into this. After review of the Act the Library is not qualified to participate. Businesses with 50 employees or more must adhere to the Act.

Library Separate EIN #

DeMeulenaere stated that the Township would like the Library to acquire its own EIN# before the start of the new fiscal year. The Library Board will meet with the Township in the beginning of next year to work out the details.

ITEMS FOR NOVEMBER

Appoint open Board Member vacancies.

PUBLIC COMMENTS/CORRESPONDENCE:

None

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 7:01pm

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Member
Heather Phipps, Treasurer
MOTION: Carried.

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Theresa Goike, Chairperson

Elli Minert, Secretary