

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
September 21st, 2020  
Zoom Meeting ID 78062975000

Ray Township Public Library Board Vice Chairperson Jim Jerse called the meeting to order via Zoom at 6:31pm.

**PRESENT:**                    **Jim Jerse, Vice Chairperson**                    **Heather Phipps, Treasurer**  
   **Christy DeMeulenaere, Director**                    **Marla Stabile, Member**  
   **Wayne Conner, Member**                                    **Elli Minert, Secretary via Zoom**

**ABSENT:**                    **Thersa Goike, Chairperson**

**ALSO PRESENT:**            **Lynn Vanslambrouck via Zoom**

**APPROVAL OF AGENDA**

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

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

**APPROVAL OF THE AUGUST 17th BOARD MEETING MINUTES**

**MOTION** by Conner supported by Phipps to approve the August 17th, 2020 Board Meeting minutes as presented.

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

**REPORTS**

Bills List-

Phipps stated that the Bills List is in a new format which is very detailed. Bill list consisted of payroll, PNC charges, insurance billed and other items. The bills list totaled \$6,899.44..

**APPROVAL OF THE SEPTEMBER 21ST, BILLS LIST**

**MOTION** by Conner supported by Phipps to approve the September 21st, 2020 Bills List for \$6,899.44 as presented.

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

**BUDGET TO ACTUAL REPORT**

*Ray Township Public Library Minutes 09/21/2020*

Phipps stated that the budget to actual report is also in new format with no changes to be made. Items should be at 42% YTD. Expenditures for the month totaled \$6,423.75. Revenue for the month totaled \$48.75. Phipps also stated that 5 account numbers have changed.

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

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

**Director**

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere stated that a phonics set was ordered for the library to circulate for the children.

DeMeulenaere reviewed the PPE expenses accrued during the pandemic which totaled \$1,341.83. The Library portion totaled \$826.80, Cares Act Grant total \$465.03 and a SLC donation of \$50.00.

DeMeulenaere reached out to the staff regarding ideas with the upcoming approved millage and a few of the ideas included extended hours, Mango, raises, open on Friday's and to hire a Janitor.

DeMeulenaere approached the Board with having the drop box refinished for a total of \$150.00 from Lewis Barnes.

DeMeulenaere stated the book club is going well and they are on the third book.

DeMeulenaere stated the Library will offer Scholastic Book Club flyers to the Patrons.

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

The friend's group purchased book stands and a sign for the Library

**Committees**

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

**APPROVAL OF iPad Lending Agreement**

**MOTION by Conner supported by Phipps to approve the iPad lending agreement as presented.**

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

Personnel - DeMeulenaere spoke previously with Jim Jerse who is in charge of personnel regarding the Library Assistant position. Since COVID-19 our current Assistant Lynn Vanslambrouck has been home and will continue to stay home until further notice. DeMeulnaere stated that she would like to promote Mary Barnes to Library Assistant with a pay rate of \$13.00. Conversation was had amongst the Board. Lynn Vanslambrouck will be handing in a Leave of Absence until further notice.

**APPROVAL OF MARY BARNES PAY RATE**

**MOTION by Conner supported by Phipps to approve Mary Barnes pay rate at \$13.00 per hour.**

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

*Ray Township Public Library Minutes 09/21/2020*

**ABSENT:** Theresa Goike  
**MOTION:** Carried.

Budget - Nothing to report

**UNFINISHED BUSINESS**

Covid-19 and the Library

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

**NEW BUSINESS**

Library Hours

The Board had a discussion about a change in hours. Starting October 1st the Library will be open Monday-Thursday 11-7 and Saturdays 11-2pm.

**APPROVAL OF LIBRARY HOURS**

**MOTION** by Conner supported by Phipps to approve the Library hours starting October 1st.

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

iPad Lending Agreement

Discussed under policies above.

G-Suite by Google

DeMeulenaere explained to the group that she was interested in purchasing this for management of the ipad but found out the FRTLHS could provide this to the Library.

**ITEMS FOR SEPTEMBER**

None

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

**ADJOURNMENT**

**MOTION** by Conner supported by Phipps to adjourn the meeting at 7:03pm

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

*Respectfully submitted by:*

\_\_\_\_\_  
Christy DeMeulenaere, Director

Approved by:

\_\_\_\_\_  
Theresa Goike, Chairperson

\_\_\_\_\_  
Elli Minert, Secretary