

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
December 21st, 2020  
Zoom Meeting ID 71049725622

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:41pm.

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

**ABSENT:**                    **Wayne Conner, Member**

**ALSO PRESENT:**            **N/A**

Jerse requested that under New Business C. Board Officers be added.

**APPROVAL OF AGENDA**

**MOTION by Jerse supported by Stabile to approve the agenda as amended.**

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

**APPROVAL OF THE NOVEMBER 16th, 2020 BOARD MEETING MINUTES**

**MOTION by Jerse supported by Stabile to approve the November 16th, 2020 Board Meeting minutes as presented.**

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

**REPORTS**

Bills List- DeMeulenaere stated this month was higher due to two credit card statements being on the list. Goike questioned the placement of two line items, the bank stamp and reimbursement for a book that was stolen from our Library. DeMeulenaere will notify the Accountant that the bank's stamp will need to go under operating supplies and the book reimbursement will go under books. Jerse questioned the line item placement of the Library Journal, this item will be moved to dues, meeting and seminars. The bills list totaled \$6,131.08.

**APPROVAL OF THE DECEMBER 21ST, 2020 BILLS LIST**

**MOTION by Jerse supported by Stabile to approve the December 21st, 2020 Bills List for \$6,131.08 as amended.**

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

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**BUDGET TO ACTUAL REPORT**

Goike reviewed the budget to actual. Total monthly revenue \$1,832.85. Goike reviewed the Employers Social Security and Medicare line items. There are currently two line numbers one is the old number and one is the new number. Total Expenditures for the month totaled \$6,024.54 driven from wages.

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

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

**Director**

DeMeulenaere reviewed the monthly report with the Board.

DeMeulenaere reviewed the Director's notes with the Board, which included that the Library has a new website and it is up and running. DeMeulenaere purchased memberships for Barnes and DeMeulenaere for The Association for Rural & Small Libraries. With the purchase of these memberships the Library was able to apply for a grant from Libraries Transforming Communities and the Library received a \$3,000.00 grant that will go towards technology for Seniors. One of the programs held for children last month was writing a book. The Library provided the children with a blank book and once it was finished they returned it to the library and we cataloged them for other children to check out. As of Monday the computers were back up and running for Patrons to use. The Library has also been expanding the Library of things. New items to circulate including workbooks, kits and a Wii gaming unit. Adult crafts have been well attended via Zoom. This year, Elf Night was a grab and go bag which included a couple of crafts, coloring sheets and snowman soup for the children to make. Mary Barnes and Christy DeMeulenaere have been going Facebook Live with a kids craft and it is going great!

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

Goike notified the Board that Camille Grabb one of the members of the society would like to add a hanging sign to our sign that has Friends of the Ray Township Library and Historical Society on it. Goike asked the Board to be ok with a sign under the current sign with no cost to the Library. The Board is open to ideas.

**Committees**

Policies - Nothing to report

Personnel: Nothing to report

Budget - Nothing to report

**UNFINISHED BUSINESS**

**Covid-19 and the Library**

DeMeulenaere stated that the computers are now available for Patron usage, otherwise everything else is running the same.

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**NEW BUSINESS**

Appoint Open Board Member Vacancies

Goike stated that both Phipps and Minert are interested in the positions.

**MOTION by Jerse supported by Stabile to appoint Elli Minert and Heather Phipps for the two open Library Board positions which will be effective until the next general election in November of 2022.**

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

2021 Board Meetings

**MOTION by Jerse supported by Stabile to approve the 2021 Library Board Meetings as presented.**

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

**Board Officer Positions**

**MOTION by Jerse supported by Stabile to retain the current Library Board Positions until January 2021 meeting.**

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

**DeMeulelenaere will follow up with the Township Clerk, Lorl Lascoe to see if the minutes need to be approved before Phipps and Minert can be sworn in.**

**ITEMS FOR JANUARY**

2021 Board Member Elections  
EIN Number for the Library  
Discuss talking with the Township

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

Wayne Conner arrived the meeting via Zoom at 7:15 pm

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**ADJOURNMENT**

**MOTION by Conner supported by Jerse to adjourn the meeting at 7:21pm**

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

*Respectfully submitted by:*

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

Approved by:

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

\_\_\_\_\_  
Jim Jerse, Vice Chairperson