

Approved Minutes of the
Ray Township Public Library
Regular Board Meeting
December 20th, 2021

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:34 pm at the Ray Township Public Library.

PRESENT: Jim Jerse, Vice-Chairperson
Theresa Goike, Chairperson
Wayne Conner, Member
Marla Stabile, Member
Christy DeMeulenaere, Director

ABSENT: Elli Minert, Secretary
Heather Phipps, Treasurer

ALSO PRESENT: N/A

Goike stated that Under New Business C. add the Cricut Policy and also under New Business D. add Foster Swift correspondence regarding their hourly rate.

APPROVAL OF AGENDA

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

AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Treasurer
Elli Minert, Secretary
MOTION: Carried.

APPROVAL OF THE NOVEMBER 15th, 2021 BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the November 15th, 2021 Board Meeting minutes as presented.

AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Treasurer
Elli Minert, Secretary
MOTION: Carried.

REPORTS

Goike reviewed the Bills list which included payment for the website, administrative fees to the Township, utilities, programs, and payroll. Bills through December 20th totaled \$6,836.07.

APPROVAL OF THE DECEMBER 16th, 2021 BILLS LIST

MOTION by Conner supported by Jerse to approve the December 16th, 2021 Bills List for \$6,112.99 as presented.

AYES: ALL
NAYES: NONE
ABSENT: Heather Phipps, Treasurer
Elli Minert, Secretary
MOTION: Carried.

Elli Minert arrived at 6:38 pm

BUDGET TO ACTUAL REPORT

Goike reviewed the Budget to Actual report. Total revenue for the month was \$973.93 which included \$752.00 under dedicated grants from the Four County Community Foundation for a healthy teen program. Total expenditures for the month equaled \$5,058.83 which was mostly driven by wages and utilities. Amendments will need to be made under administration free's before the end of the fiscal year.

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

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

Director

DeMeulenaere reviewed the monthly report with the Board. DeMeulenaere also provided the Board with Overdrive statistics. DeMeulenaere stated that the Library held two elf nights for the kids and adult craft has been well attended.

Friends of the Ray Township Library and Historical Society

Goike stated the group held Holiday DeLights from 6-7:30 the night of the Township Tree Lighting at the Library. During the event, the group sold calendars, held a silent auction, handed out books to the kids, and also held a candy count. The group raised \$280 from the silent auction. Goke stated that the group now has a new Vice President, Ashley Stabile. DeMeulenaere stated that Melissa Gaffke will start to digitize the archives in Montage for the Friends of the Ray Township Library and Historical Society.

Committees

Policies - Nothing to report

Personnel: Nothing to report

Budget - Nothing to report

UNFINISHED BUSINESS

New EIN Number & Meeting with the Township

DeMeulenaere provided the Board with the proposed Lease the Township has presented to the Library. DeMeulenaere stated that she reached out to Scott Hogan from Foster and Swift and his concerns were that the Lease did not include repair and maintenance and insurance. The Library Board reviewed the Lease. Recommendations from Scott Hogan and the Board were under #4 Indemnification, adding To the extent permitted by law, #5 Maintenance and Repair of Leased Premises, refer to what was in the original proposal under #9 Maintenance and Repair, section A., B., and C. #10 Assignment by Tenant add, which consent will not be unreasonably withheld.#11 Entire Agreement and Controlling Law needs to have the insurance provision included, suggestion is to review the original proposal and add in #20 Insurance and section A. through F. At the bottom of the Township's Lease proposal remove "and sealed" from the section, In Witness Where of. Goike will email Supervisor Jarzyna updating the Township that the Library Board reviewed the proposed Lease from the Township and has a few suggestions. Goike will submit a formal letter to the Township.

DeMeulenaere stated that OnPay is set up with the employee information. DeMeulenaere stated that the Library is now registered with the Michigan Department of Treasury and is now registering for Michigan Insurance Tax Liability. DeMeulenaere also received a quote from The Travelers Indemnity Company and its Affiliates for a Workers Compensation Insurance Proposal for the Library which was referred from OnPay in the total of \$613.00 a term.

Goike suggested that DeMeulenaere reach out to Nickel & Saph for a quote on a Workers Compensation Insurance Proposal. DeMeulenaere will have access to the Library Banking account through Huntington.

Annual performance review of Director - Tabled.

NEW BUSINESS

2022 Proposed Ray Township Public Library Board Meeting Dates

DeMeulanere provided the Board with the proposed 2022 Ray Township Public Library Board Meeting Dates..

Approval of the 2022 Ray Township Public Library Board Meeting Dates

MOTION by Conner supported by Jerse to approve the 2022 Ray Township Public Library Board Meeting Dates.

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

Proposed COVID-19 Documentation

DeMeulenaere provided the Board with an updated working COVID-19 Guidelines for the Library and staff. Once approved the guidelines and current CDC guidelines will be available at all times for the staff and public to review.

Approval of the Ray Township Public Library COVID-19 Library Guidelines

MOTION by Conner supported by Jerse to approve the Ray Township Public Library COVID-19 Guidelines as presented.

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

Cricut Policy

DeMeulenaere provided the Board with a proposed policy for the public to use the Cricut in the Library. The Board reviewed the policy and suggested to revise how the wording is presented so the policy does not need to be revised. This includes adding the verbiage Patrons may use Library materials such as vinyl, cardstock, transfer tape, iron-on etc., if available at the current published prices. Cost is based on the Library's actual cost for the items purchased. Prices will be placed directly on the Cricut.

Approval of the Ray Township Public Library Cricut Policy

MOTION by Conner supported by Jerse to approve the Ray Township Public Library Cricut Policy as amended.

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

Foster & Swift Hourly Rate

Goike received correspondence from Foster & Swift notifying the Library effective February 1st, 2022 the new hourly rate will be \$250.00, previously \$225.00.

Approval to accept the new Foster & Swift Hourly Rate effective February 1st, 2022.

MOTION by Conner supported by Jerse to approve accepting the new hourly rate from Foster & Swift.

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

ITEMS FOR January

N/A

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Conner supported by Jerse to adjourn the meeting at 7:34 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson