

Approved Minutes of the
Ray Township Public Library
Board Meeting
December 18th, 2023

Ray Township Public Library Chairperson Theresa Goike called the meeting to order at 6:32 p.m. at the Ray Township Public Library.

PRESENT: Marla Stabile, Member
Jim Jerse, Treasurer
Christy DeMeulenaere, Director
Elli Minert, Secretary
Tammy Boettcher, Member
Theresa Goike, Chairperson

ABSENT WITH NOTICE: Wayne Conner, Vice-Chairperson

ALSO PRESENT: N/A

Goike stated that under New Business add B. 2023-2024 Budget Amendments

APPROVAL OF AGENDA

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

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried.

APPROVAL OF THE NOVEMBER 20th, 2023 MINUTES

MOTION by Jerse supported by Minert to approve the November 20th Minutes as presented.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried.

TREASURER'S REPORT

Jerse stated that it was a low cost month. General Administration totaled \$263.36, Library account totaled \$3,795.76, Payroll totaled \$4,694.20 and additional fees totaled \$117.44 with a total of \$6,032.26.

APPROVAL OF THE DECEMBER 18th, 2023 BILLS LIST

MOTION by Minert supported by Boettcher to approve the December 18th, 2023 Bills List and cover letter as presented for a total of \$6,032.26

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried.

BUDGET TO ACTUAL REPORT

Jerse stated that the Library is at a 67% run rate. Amendments will be suggested under new business.

RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT

MOTION by Minert supported by Boettcher to receive and file the Budget to Actual Report as presented

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried.

DIRECTOR'S REPORT

DeMeulenaere reviewed the monthly reports with the Board. DeMeulenaere stated that Clerk, Melissa Gaffke has given her resignation, she will be working through mid-January. With grant funds one of the patron computers now has a keyboard with large keys and a new touchscreen monitor with a magnifier.

Friends of the Ray Township Library and Historical Society

Goike stated the group raised \$337.00 from the Silent Auction, the funds will go towards Proctor Cemetery. Calendars are currently for sale and membership drives for 2024 will go out in January. The group also applied for a grant and will find out in January if they received it for Proctor Cemetery.

Committees

Policies - Did not meet

Personnel: Jerse is working on the Director review.

Budget -Did meet and will be discussed under New Business

UNFINISHED BUSINESS

None

NEW BUSINESS

2024 Board Meeting Dates

DeMeulenaere provided the board with the dates of the 3rd Mondays of the month for the year 2024. DeMeulenaere is unavailable for the July meeting. Jerse recommended that the July meeting be held on the 22nd which is the 4th Monday of the month.

MOTION By Minert supported by Jerse to approve the 2024 Board Meeting Dates as amended.

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried.

2023-2024 Budget Amendments

Jerse stated that under the revenue, dedicated grants the Library will not be receiving as much in grants as originally thought. The Library just received an insurance bill for Worker's Compensation which would put that line item over. Looking to take \$300.00 out of Attorney Fees and put that into the Insurance. Attorney Fees would be \$700.00 and Insurance would be \$3050.00. Operating supplies will decrease by \$1,000.00, and Programs and Field Trips will increase to \$12,000.00. If amendments are made \$3,008.00 will come out of the general fund.

MOTION By Minert supported by Boettcher to approve the amendments for the 2023/2024 Budget as presented.

Dedicated Grants decrease to \$11,100.00
Attorney Fees decrease by \$300.00 to \$700.00
Insurance increases from \$2,750.00 to \$3050.00
Operating Supplies decreased from \$5,500.00 to \$4,500.00
Programs and Field Trips increase from \$10,000.00 to \$12,000.00
\$2,170.00 will come out of the Fund Balance

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried.

Items for January

N/A

PUBLIC COMMENTS/CORRESPONDENCE:

DeMeulenaere stated that she received an email from Annette Castillo regarding Stephanie Marberg who is in charge of the Adult Craft. Castillo wanted the Board to know what a great job Stephanie is doing and how much she enjoys the crafts that she comes up with.

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 6:52 pm

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson