

Approved Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
February 21st, 2022

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:33 pm at the Ray Township Public Library.

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

**ABSENT:** Heather Phipps, Treasurer

**ALSO PRESENT:** N/A

DeMeulenaere stated that under VI. New Business add C., Meeting Space Policy, on the Agenda it should state February Library Agenda not January at the top of the page.

**APPROVAL OF AGENDA**

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

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

**APPROVAL OF THE JANUARY 17th, 2022 BOARD MEETING MINUTES**

**MOTION** by Conner supported by Jerse to approve the January 17th, 2022 Board Meeting minutes as presented.

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

**REPORTS**

Goike reviewed the Bills List stating that under Dues and Meeting, DeMeulenaere and Barnes have both applied to be Notaries for the Library. The SLC Tech expense was for the iPad Licenses in the amount of \$79.44. Attorney Fees totaled \$252, (2) \$55 Insurance bonds were for Notary Insurance, utilities, operating supplies, programming, books, audio-video, e-books, payroll, and wages. Goike stated that there may be an error in the Social Security and Medicare payroll taxes, DeMeuleanere will follow up with ONPAY. Bills totaled \$7,308.69. \$1,190.25 under General Administration, \$2,006.02 and \$4,112.42 for payroll funds.

**APPROVAL OF THE FEBRUARY 17th, 2022 BILLS LIST**

**MOTION** by Conner supported by Jerse to approve the February 17th, 2022 Bills List for \$7,308.69 as presented.

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Heather Phipps, Treasurer

**MOTION:** Carried.

**BUDGET TO ACTUAL REPORT**

Goike reviewed the budget to actual report with the Board. Revenue for the month consisted of \$50,900.43 for taxes, \$290.96 under grants which need to be moved to the dedicated grant line, copies, activities, and programs totaled \$51,252.80. Expenses included \$3,300.00 in wages, dues, utilities, operating expenses. General administration expenses totaled \$9,648.06. Items that are over 83% include Insurance, Administrative Fees, no amendments will be made at this time.

**MOTION by Conner supported by Jerse 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 stated that SLC will be putting baskets together for local schools in the area that will include the Library's information.

DeMeulenaere stated under New Business she will address the Library Gathering Policy.

DeMeulenaere asked the Board to increase DeMeulenaere's credit or if Barnes could receive her own Credit Card. DeMeulanere will follow up with Betsy Bart the Township Treasurer for the increase.

**MOTION by Conner supported by Jerse to increase DeMeulenaere's credit limit to \$2,000.00 effective immediately.**

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

DeMeulenaere presented to the Board that Library Assistant Barnes traveled to Grand Rapids to attend the Michigan Farm Bureau's annual Growing Together Conference. There was no cost to attend the conference which also applied to the Library and the programs the Library holds. DeMeulenaere asked the Board if Barnes could be reimbursed for mileage for one way or both. DeMeulenere also informed the board that prior to the conference, DeMeulenaere and Barnes sat down together to discuss what break-out sessions applied to the Library. Barnes provided the Board with a recap from the conference.

**MOTION by Conner supported by Jerse to reimburse Barnes full mileage to and from Grand Rapids for a total of \$191.35.**

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

DeMeulenaere shared with the Board the purchase of the Honest History Magazine set.

DeMeulenaere stated that the library received 2 additional Hot Spots and now the Library has 4 that are currently circulating.

DeMeulenaere stated that one additional patron computer had been purchased. They are currently on backorder and should be in mid-March

DeMeulenaere stated that Barnes applied for an SRP grant in the amount of \$2,000.00 from the Library of Michigan.

DeMeulenaere stated Tammy Turgeon, Director of the Suburban Library Cooperative is stepping down and the Cooperative will be looking for a new Director. The Cooperative will be putting together a committee that will help with the hiring process.

DeMeulenaere stated the Mini-Art Gallery has been successful and all ages have participated in the program.

DeMeulenaere and Barnes are in the process of applying for both to become Notaries.

DeMeulanere stated that DeMeulenaere, Barnes, Gaffke, and Marberg have been signed up online for CPR training through the Red Cross and the hands-on training will be provided from the Ray Township Fire Department.

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

Goike stated the group has not met and will be meeting on February 24th @ 6 pm in the Library.

#### **Committees**

Policies - Meeting Space Policy will be discussed under New Business.

Personnel: Jerse stated that he will have the Director's review next month.

Budget - The budget committee did meet. Recommendations will be made later in the meeting.

#### **UNFINISHED BUSINESS**

##### **Review Fiscal Agency Agreement**

Goike stated that since the last Board Meeting, Goike presented a letter to the Township Board at the Township Public meeting that the Library Board discussed at its prior meeting with concerns, feedback, and suggestions for the Township Board. Goike stated that during the Township meeting, the only comment that was made was by Stier, Trustee, stating the verbiage used in the mileage stating the money from the millage could be used for the building. Goike stated that the Fiscal Agency Agreement was approved by the Township Board at their January meeting. Supervisor Jarzyna dropped off the completed forms to be signed to the Library.

##### **Review Lease Agreement**

Goike stated that the Township Board approved the Lease agreement at its December meeting. Jarzyna dropped off the Lease agreement with the Fiscal Agency Agreement. Goike reviewed the Lease Agreement that the Township approved. The Library Board would like to see the new lease agreement be longer than a one-year term,

Goike stated that the Library received updated administrative fees from the Township in the total of \$100 a month. Jerse stated that he would like the Township Board to review the suggested changes requested by the Library Board. Goike and Jerse stated that 2 people from the Library Board and 2 Township Board members should meet to review the lease agreement and reconcile the differences.

**MOTION by Jerse supported by Minert to approve the Fiscal Agency Agreement as presented effective 2-21-22.**

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Heather Phipps, Treasurer</b>
<b>MOTION:</b>	<b>Carried.</b>

Goike and Jerse will request to meet with 2 members of the Township to discuss the reconciliation of the Library Lease.

Tabled

**Annual performance review of Director**

Jerse received the reviews from the Library Staff.

Tabled

**Budget & Salary Compensation**

Goike reviewed suggested amendments for the 2021-2022 Budget. Items that need to be reviewed would include Employer's Social Security, Professional Services, Travel, and Administration Fee.

Tabled

**NEW BUSINESS**

**Draft of new Fiscal Budget from Budget Committee**

DeMeulenaere provided the Board with a report that shows the average hours of the Library staff and pay rates. Goike reviewed the hours, rates, and suggested changes to the pay rates with the Board. Goike stated the Budget Committee met and recommended a salary budget of \$60,000. The Budget Committee stated the suggested budgeted amount could possibly allow a pay rate increase for DeMeulenaere up to \$19.00 p/hr, Barnes to \$15.00 p/hr, and between \$11.00-\$11.50 p/hr for the Library Clerks. No decision was made on salary compensation. Goike stated that the highlighted items on the proposed budget are the changes from last year's budget. Under revenues, changes included copies reduced to \$100.00, and book fines and forfeits reduced to \$200.00. Revenue totaled \$129,840.00. Under expenses changes from last year's budget included wages increased to \$60,000.00, Employers Social Security increased to \$4,800.00, Travel increased to \$1,000.00, Telephone increased to \$500.00, ebooks increased to \$3,500.00, and an addition of a lease budget of \$1,200.00. The administrative fee was decreased to \$1,200.00 with Total Expenditures of \$128,625.00. If the two boards can agree on a lease there will be money in that account. Suggested changes to the proposed budget included increasing wages to \$62,000 and increasing Employee Social Security to \$5,000.00. Goike will adjust the proposed budget and forward it to DeMeuleanere to have it available for the Public.

**Set up Public Hearing for the Library Budget for March**

DeMeulenaere can set up the Public Budget Meeting for March 21st at 6:30 pm and will submit the notice in the local newspaper, the Record.

**APPROVAL TO SET THE PUBLIC MEETING FOR THE RAY TOWNSHIP PUBLIC LIBRARY FOR THE 2022-2023 BUDGET AT THE RAY TOWNSHIP PUBLIC LIBRARY ON MARCH 21ST, AT 6:30 PM.**

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Heather Phipps, Treasurer</b>
<b>MOTION:</b>	<b>Carried.</b>

**Meeting Space Policy**

DeMeulenaere stated the Library has a policy for Library sponsored and co-sponsored events, however, there is nothing in writing if a group or individual would like to use the space. DeMeulenaere presented the board with a new Meeting Space Policy 1.6. The policy sets expectations of utilizing space in the Library which includes time frame, capacity, and acknowledgment that users have received a copy of the policy. DeMeulenaere researched other library's meeting room policies to create the policy.

**APPROVAL**

**MOTION BY JERSE SUPPORTED BY CONNER TO ACCEPT THE MEETING SPACE POLICY AS WRITTEN.**

<b>AYES:</b>	<b>ALL</b>
--------------	------------

**NAYES:** NONE  
**ABSENT:** Heather Phipps, Treasurer  
**MOTION:** Carried.

**ITEMS FOR MARCH**

**PUBLIC COMMENTS/CORRESPONDENCE:**

N/A

**ADJOURNMENT**

**MOTION** by Conner supported by Stabile to adjourn the meeting at 7:53 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