

**Approved Minutes of the  
Ray Township Public Library  
Regular Board Meeting  
February 17th, 2020**

Ray Township Public Library Board Chairperson Terry Goike called the meeting to order in the Ray Township Public Library, located at 64255 Wolcott Road, Ray Township, Michigan at 6:30pm.

**PRESENT:** Terry Goike, Chairperson                      Jim Jerse, Vice Chairperson  
Christy DeMeulenaere, Director                      Heather Phipps, Treasurer  
Marla Stabile, Member                                      Wayne Conner, Member

**ABSENT:** Elli Minert, Secretary

**ALSO PRESENT:** N/A

**APPROVAL OF AGENDA**

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

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Elli Minert, Secretary**  
**MOTION: Carried.**

**APPROVAL OF MINUTES**

**MOTION by Conner supported by Jerse to approve the January 20th, 2020 minutes as presented.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Elli Minert, Secretary**  
**MOTION: Carried.**

**Bills List-**

Phipps stated everything is listed on the bills list. Bills total \$5,710.34. Driven mainly from payroll of \$3,258.63. Goike stated that the Admin fees are billed twice, Overdrive should have the last charge for the year. Goike is receiving a check for the purchase of two books for the Library.

**APPROVAL OF THE BILLS LIST**

**MOTION by Conner supported by Jerse to approve the Bills List for \$5,710.34 as presented.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Elli Minert, Secretary**  
**MOTION: Carried.**

**Budget to Actual Report:**

Phipps stated that the itemized column is not included but does include the year to date totals. Recommendation for changes will be made by the budget committee later in the meeting. YTD target should be at 83%, Current fund balance is \$88,152.28.

**APPROVAL TO RECEIVE AND FILE THE BUDGET TO ACTUAL REPORT**

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

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Elli Minert, Secretary  
**MOTION:** Carried.

**Director**

Director handed the Board the monthly report for review.

DeMeulenaere stated the Adult craft Soup in a Jar was a great success. 11 Adults attended, 13 signed up. Total program \$96/32 less \$38.00 program fees. After program fees were applied the total breakdown was \$5.30 per person.

DeMeulenaere stated that New Haven Community Schools will be part of the Virtual Library Card within a couple of weeks.

DeMeulenaere stated 15 adults attended the painting without a twist painting program

DeMeulenaere stated the new budget account numbers will start on April 1st, 2021.

DeMeulanere stated three of the Patron computers should be replaced in 2021. They are over 6 years old.

DeMeulnaere stated that the Library now has a small selection of Playaways for Patrons to check out.

DeMeulenaere stated clerk Laura Kaltz will be out for over a month for medical reasons.

DeMeulenaere provided the board with graphs showing circulation by day and hour for the month of January. .

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

Goike stated the calendars have been marked down to \$5.00. History unlocked has been held the last two months. In January 3 people attended and in February 2 people attended. The group is also trying to organize the archives. The quarterly meeting will be held on March 18th, 6:00pm.

**Committees**

Policies

None

Personnel

Tabled until March. DeMeulenaere will update the Library Assistant job description with the original format and changes that have been made and will forward to the Board for review.

Goike stated that Jerse had just sent out a revised edition of the Directors Evaluation to the Board for review. Tabled until the next meeting.

Budget

The budget committee met on February 12th. Recommendations for the current and new budget will be discussed under new business.

**UNFINISHED BUSINESS**

2020 Millage

Goike provided the Board with information on the millage. The Board discussed the amount the Library will request in mills: .15 or .20. DeMeulenaere will follow up with Lori Lascoe the Ray Township Clerk, when the millage would levy.

*Ray Township Public Library Minutes 02/17/2020*

The Board also reviewed a handout that showed the Libraries current amended budget, 2020-2021 proposed budget and what the total would be with an additional .2 mill budget and an additional .15 mill budget. The board also reviewed additional handouts.

**APPROVAL OF MILLAGE AMOUNT AND START THE LANGUAGE PROCESS**

**MOTION by Conner supported by Jerse to run for a .2 millage in August. Chairperson Terry Goike will complete the requested information for the attorney to draft the resolution for millage and proposal for the Board to review in March.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Elli Minert, Secretary**  
**MOTION: Carried.**

2020-2021 Budget Public Special Meeting  
Scheduled for March 16th, 2020 at 6:30pm

State of the Library  
Tabled until March

**NEW BUSINESS**

Amendments to the 2019-2020 Annual Budget

Phippls proposed the following changes to the 2019-2020 annual budget. Library penal fines increase from \$3,240 to \$3,840, donations increase from \$1,000 to \$1,650, staff salaries increase from \$34,000 to \$36,000, utilities increase from \$1,000 to \$1,300, heating decrease from \$2,000 to \$1,650, telephone increase from \$400 to \$450, maintenance expense decreased from \$300 to \$150, operating supplies increase from \$3,000 to \$3,500, programs and field trips increased from \$1,800 to \$2,000, printing and publishing decreased from \$300 to \$200, books increased from \$3,000 to \$3,200, EBooks decreased form \$2,450 to \$2,250 and building improvements decreased from \$22,700 to \$22,300.00.

**APPROVAL TO AMEND THE 2019-2020 BUDGET**

**MOTION by Conner supported by Jerse to amend the 2019-2020 Budget as presented.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Elli Minert, Secretary**  
**MOTION: Carried.**

2020-2021 Draft Budget

The Board reviewed the 2020-2021 Draft Budget. Phippls stated the dedicated grants went down, interest increased, salaries increased by \$1,000 and travel was decreased. Everything was mirrored from the amended. DeMeulenaere will provide a breakdown of hours for the previous year at the next meeting. Suggested changes are increasing property taxes from \$62,700 to \$66,000, operating supplies will increase from \$4,000 to \$5,000, and equipment purchase will increase from \$0 to \$3,000. The changes will be made and the draft budget will be available for the public.

**ITEMS FOR MARCH**

**PUBLIC COMMENT/CORRESPONDENCE**

None

*Ray Township Public Library Minutes 02/17/2020*

**ADJOURNMENT**

**MOTION** by Conner supported by Jerse to adjourn the meeting at 7:43pm

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Elli Minert, Secretary  
**MOTION:** Carried.

*Respectfully submitted by:*

---

Christy DeMeulenaere, Director

Approved by:

---

Theresa Goike, Chairperson

---

Elli Minert, Secretary