

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
February 15th, 2021  
Zoom Meeting ID 71049725622

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:44pm.

**PRESENT:**                    **Jim Jerse, Vice Chairperson**                    **Theresa Goike, Chairperson**  
                                 **Elli Minert, Via Zoom**                                   **Wayne Conner, Member**  
                                 **Christy DeMeulenaere, Director**                                   **Heather Phipps, Treasurer**

**ABSENT:**                    **Marla Stabile**

**ALSO PRESENT:**                    **N/A**

**APPROVAL OF AGENDA**

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

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

**APPROVAL OF THE JANUARY 18TH, 2021 BOARD MEETING MINUTES**

**MOTION** by Jerse supported by Phipps to approve the January 18th, 2021 Board Meeting minutes as presented.

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

**REPORTS**

Bills List- Phipps reviewed the Bills List. Two adjustments need to be made with line numbers. The Amazon book purchase of Like A Bee To Honey should be listed under books and Utilities should be coded under 271-248-920.002. \$412.93 was paid out to the general administration, \$,345.98 paid out to the books, programs and misc. and payroll totaled \$3,811.36 for a bills list total of \$5,570.27.

**APPROVAL OF THE FEBRUARY 15TH, 2021 BILLS LIST**

**MOTION** by Jerse supported by Minert to approve the February 15th, 2021 Bills List for \$5570.27 with amendments to the general ledger account numbers.

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

*Ray Township Public Library Minutes 02/15/2021*

**BUDGET TO ACTUAL REPORT**

Phipps reviewed the budget to actual report stating the Library target should be at 85%. Year to date revenue totaled \$66,918.57. January revenue totaled \$43,178 and expenses totaled \$10,874.56. The Budget Committee did meet and will be reviewed under new business.

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

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

**Director**

DeMeulenaere reviewed the monthly report with the Board. DeMeulenaere reviewed the Make and Take program and book clubs. A meeting is set up for Friday, February 19th with Romeo Community Schools to discuss the Virtual Library Card Program. Discussion of the flyer that the Library will be sending out for the grant. DeMeulenaere is applying for a new Program with ARSL, Goike provided a letter of Recommendation as Board Chair. DeMeulenaere stated that Mary Barnes was selected to be part of the Marketing Committee for the ARSL.

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

Goike stated the group will hold a meeting on Thursday, February 18th. 6:00pm via Zoom. The group will discuss the Signage for the front of the Library.

**Committees**

Policies - Nothing to report

Personnel: Jerse received evaluations from the Staff and will send out to the Board the first week of March. .

Budget - Did meet and will discuss under New Business.

**UNFINISHED BUSINESS**

Covid-19 and the Library

DeMeulenaere stated that patrons are appreciative that we are open to the public and that we are still offering computer usage and capacity is still limited .

New EIN Number & Meeting with the Township

Goike stated that the only thing the Township and the Library combined together is the insurance and audit. Question if the Library wants to change the address or does the Library need their own. Goike stated that discussion needs to happen with the Township to discuss the concerns of insurance, audits and banking. DeMeulenaere will reach out to Huntington Bank to talk about the process of creating a New Business Account. DeMeulneere will also contact Comerica and Michigan government and Schools Credit Union, which is located on 26 Mlle and Romeo Plank. Goike stated that two Board members from the Library should meet with two Board members for the Township to discuss any concerns or questions. Elli Minert and Terry Goike are available to meet with the Township. DeMeulenaere will follow up with the Township and set up a meeting.

**APPROVAL FOR DIRECTOR TO FOLLOW THROUGH WITH OBTAINING AN EIN NUMBER FOR THE LIBRARY**

**MOTION** by Jerse supported by Phipps to allow the Director to apply for a Library EIN (Employee Identification Number) number, following the committee meeting with the Township Officials if there are no issues.

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

**NEW BUSINESS**

Amendments to 2020-2021 RTPL Budget

Phipps reviewed the Committee recommendations for the current 2020-2021 Budget which consist of, under revenue moving the grants total to the dedicated grants line item. Under expenses, Employers Soc. Sec. #271-170-715.000 reduces from \$1,404.06 to \$980.00, Employers Soc. Sec. #271-248-715.000 increases from \$1,595.94 to \$2,520.00. Wages and expenses maintenance decreases from \$300.00 to \$150.00, Operating Supplies increased from \$6,500.00 to \$8,000.00, Janitorial Expenses increased from \$200.00 to \$350.00, Printing and publishing expenses increased from \$500.00 to \$700.00, and under Equipment Purchases is being reduced from \$3,000.00 to \$800.00.

**APPROVAL FOR 2020-2021 BUDGET AMENDMENTS**

**MOTION** by Jerse supported by Phipps to approve the budget amendments by decreasing employers soc. Security 271-170-715.000 to \$980.00, increasing employers soc. Security 271-248-715.000 to \$2,520.00, decreasing Wages/Expenses Maintenance to \$150.00, increasing Operating Supplies to \$8,000.00, increasing Janitorial Expenses to \$350.00, increase Publishing and Printing to \$700.00 and decreasing Equipment Purchases to \$800.00.

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

Proposed 2021-2022 RTPL Budget

Phipps reviewed the proposed budget to the Board. Total revenue \$126,640.000. Decreased the interested and allocated the funds mirrored to last year. Revenue pretty straight forward. Under Expenses, 2 items up for discussion highlighted in a gray area. Increased the salaries up to \$55,000.00 and the technical expenses. The administrative fee was also increased. Operating expenses and printing and publishing increased with the hopes of printing out two mailers a year. Phipps approached the Board on how much they would like to see allocated to salaries. There will be no minimum wage increase until 2022. Conversation was had amongst the Board regarding Salaries. Jerse stated that is a 22% increase, which is fair. Staff hours worked were reviewed. Phipps stated there needs to be a plan for payroll and increases. The Board all agrees with the \$55,000.00 in salaries. The Board then reviewed the Township Administrative Fee. The Library is proposing increasing the Administrative free to \$2,000.00. Jerse suggested increasing operating supplies up to \$8,000.00.

Tabled until next meeting.

*Ray Township Public Library Minutes 02/15/2021*

Date for Public Hearing on Proposed 2021-2022 RTPL Budget

March 15th, 2021 at 6:30 via Zoom. The Zoom information is in the ad.

**APPROVAL FOR THE SPECIAL BUDGET MEETING MARCH 15TH, 2021**

**MOTION** by Jerse supported by Phipps to hold the public hearing on the proposed 2021-2022 on March 15th, 2021 at 6:30pm via Zoom.

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Marla Stabile , Member  
**MOTION:** Carried.

**ITEMS FOR MARCH**

Annual Performance Review  
Pay Rate for Employees

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

**ADJOURNMENT**

**MOTION** by Jerse supported by Phipps to adjourn the meeting at 7:41pm

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Marla STabile, Member  
**MOTION:** Carried.

*Respectfully submitted by:*

---

Christy DeMeulenaere, Director

Approved by:

---

**Elli Minert, Secretary**

---

Theresa Goike, Chairperson