

Approved Minutes of the  
**Ray Township Public Library**  
Board Meeting  
February 20th, 2023

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:30 pm at the Ray Township Public Library.

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

**ABSENT:**                    **N/A**

**ALSO PRESENT:**        **N/A**

**APPROVAL OF AGENDA**

**MOTION** by Conner supported by Beottcher to approve the agenda as presented

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

**APPROVAL OF THE January 16th, 2023 MINUTES**

**MOTION** by Conner supported by Jerse to approve the January 16th, 2023 Minutes as presented.

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

**TREASURER'S REPORT**

Jerse stated that nothing was out of the ordinary. Barnes was paid out for mileage to the Farm Bureau Conference. Expenses totaled \$2,990.03, Payroll totaled \$4,224.67 with a grand total of \$7,214.71 for the month.

**APPROVAL OF THE February 16th, 2023 BILLS LIST**

**MOTION** by Conner supported by Jerse to approve the February 16th, 2023 Bills List as presented for a total of \$7,214.71.

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

**BUDGET TO ACTUAL REPORT**

Jerse stated that property taxes are arriving, and \$49,700.00 was deposited for the month. The Library is currently at 84% of the budget year. Wages were within reason. DeMeulenaere stated that under revenues an item was deposited under Library Receipts, that line is not typically used, and she will look into where that money should

actually go under. DeMeulnaere also informed the Board that the Township Accountant, Debra Archutowski, will be taking a 3-month leave of absence. DeMeulnaere will keep the board informed of any updates from the Township.

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

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

**Director**

- DeMeulnaere reviewed the new monthly report with the Board and also included a couple of printouts of Overdrive statistics.
- DeMeulnaere stated that the Accident Fund audit has been completed and will need to be completed yearly.
- A display cabinet was ordered and hung on the outside of the building
- New programs have been well attended. Kids, Adult crafts, Book club has 18 members
- Shakespeare in the park will be held on May 21st, Barnes received a grant that will cover 60% of the program
- The Library will be partnering with Farm Bureau and Wolcott Farm, they will be bringing their trailer and pets.
- The Library is currently not receiving WIFI stats
- DeMeulnaere stated that she is part of the new Policy & Procedure at the Cooperative which is meeting once a month.
- The Library also had an incident with a book coming in delivery with bed bugs.

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

Goike stated the next meeting for the group will be Thursday, February 24th at 6 pm. The group just sent out membership renewal forms and will start work on phase III of Procter. The group is looking into supplies to clean some of the headstones that just need a touch-up. April 20th the group will be holding a program at the Township center at 7 pm. Ron Novack will be discussing artifacts that have been found at the old Boy Scout Camp. The group would like to hold the silent auction in the Library this year for Ray Day if it is ok with the Library Board. The Library Board is fine with the group holding it in the Library. There will no longer be Amazon Smiles, Amazon is moving away from that program however we still participate in Kroger Rewards. The calendar sales have been very successful this year. This upcoming Sunday the Washington Historical Museum will be celebrating Washinton's Birthday. Road clean-up will be held in May.

**Committees**

Policies - N/A

Personnel: Jerse has started the Director Review process and will need reviews from staff on the Director. DeMeulanere will forward the review to the staff to be completed.

Budget -Did meet and will speak to this under New Business

**UNFINISHED BUSINESS**

N/A

**NEW BUSINESS**

**Set Public meeting for 2023-2024 Budget**

Jerse suggested having the meeting on Thursday, March 20th, at 6:30 pm. Jerse stated by law that the Library needs to hold a public meeting with the upcoming budget yearly. The meeting is usually right before the regular board meeting.

**MOTION by Jerse supported by Conner to hold the Public Meeting for the 2023-2024 Budget on Monday, March 20th, 2023 6:30 pm in the Library.**

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

**2023-2024 Budget**

Goike stated the budget committee met and the sheet the board is reviewing is different from when the committee met. The changes between the 2 budgets are salaries and ebooks, which the Director came up with. When the budget committee met the previous month, the committee was preparing for the possibility of the minimum wage increasing to \$13.03 and the requirement for sick pay. Based on if the minimum wage did increase, that is how the committee came up with the possible wages that were being reviewed. Payroll would range around \$74,000.00. Goike stated that at this time the minimum wage is \$10.10 and there is no requirement for sick pay. DeMeulanere provided the Board with suggested pay amounts. Which brings payroll down to \$70,226.00. Pay rates were also discussed. Goike stated that she would like to have a discussion with the full board. The Board discussed the amounts, and Goike asked for feedback on how much of a pay rate is feasible. Conner was ok with \$71,000.00. Jerse and Minert said the rates are in line with the current market. Goike was worried that if there was a high increase what would happen next year. Minert suggested that if it is in the budget she would be fine with it. Jerse asked about when the pay rate increase would take place. Goike had also mentioned that she had thought about paying the Director and Assistant sick time to compensate, instead of the higher 13-16% pay raise. Goike stated that our total revenue went down. Dedicated grants went down by \$2,000.00. Goike stated that the board needs to be able to justify to the public the increase, DeMeulanere stated as an employee at the Library, it is not about the pay, and in the past, raises have been minimal, and the increases don't need to be so high. Goke stated that looking long term the Board and Library just need to be prepared for what the future holds. The Board went through the proposed budget, line by line. A couple of changes were made.

**MOTION by Conner supported by Boettcher to accept the draft of the 2023/2024 proposed budget with increasing travel and mileage to \$900, operating supplies to \$5,500.00, programs and field trips to \$7,000.00 and ebooks to \$4,000.00.**

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

**Bylaws review**

**MOTION by Jerse supported by Conner to affirm the bylaws as written.**

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

**Staff Pay Rates**

The Board discussed when the new rates would go into effect.

**MOTION by Conner supported by Boettcher to increase Director, Christy DeMeulenaere's pay rate to \$22.00 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Assistant, Mary Barne's pay rate to \$17.00 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Clerk, Melissa Gaffke's pay rate to \$13.00 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Clerk, Kathy Reidt's pay rate to \$12.50 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Clerk, Sarah Bart's pay rate to \$12.00 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Clerk, Alisa Mazur's pay rate to \$12.00 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Clerk, Marena Peranio's pay rate to \$12.00 p/hr effective April 2nd, 2023.**

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

**MOTION by Conner supported by Boettcher to increase the Library Clerk, Stephanie Marberg's pay rate to \$12.00 p/hr effective April 2nd, 2023.**

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

**Amazon pay by invoice**

DeMeulenaere stated that Amazon has a pay-by-invoice program. At this time, the Library Board advised not to use this program.

DeMeulenaere asked the Township to provide a new signature card, Township Treasurer Betsy Bart received the signature card from Huntington Bank and her name was on the card. On all previous cards, the Township Treasurer has never been put on there. DeMeulenaere will follow up with Clare Membiela, Library Law Consultant with the correct procedure to go forward.

**ITEMS FOR MARCH**

- Public Meeting
- End of year bills

**PUBLIC COMMENTS/CORRESPONDENCE:** N/A

**ADJOURNMENT**

**MOTION by Conner supported by Boettcher to adjourn the meeting at 7:38 pm**

**Roll Call**

**AYES: ALL**  
**NAYES: None**  
**ABSENT: None**  
**MOTION: Carried.**

*Respectfully submitted by:*

Approved by:

\_\_\_\_\_  
Christy DeMeulenaere, Director

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Elli Minert, Secretary

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Theresa Goike, Chairperson