

Minutes of the  
**Ray Township Public Library**  
Board Meeting  
January 16th, 2023

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:34 pm at the Ray Township Public Library.

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

**ABSENT:**                    **Wayne Conner, Vice-Chairperson**

**ALSO PRESENT:**        **N/A**

**APPROVAL OF AGENDA**

**MOTION by Jerse supported by Minert to approve the agenda as presented**

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

**APPROVAL OF THE DECEMBER 19th, 2022 MINUTES**

**MOTION by Jerse supported by Minert to approve the December 19th, 2022 Minutes as presented.**

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

Jerse reviewed the Bills List. Insurance was slightly higher than expected and will be reviewed under new business. General Administration totaled \$4,388.75, Library expenses totaled \$5,167.99, and there were 3 payroll runs that totaled \$6,531.35 with a total of \$11,699.34.

**APPROVAL OF THE JANUARY 12th, 2023 BILLS LIST**

**MOTION by Minert supported by Boettcher to approve the January 12th, 2023 Bills List as presented for a total of \$11,699.34.**

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

**BUDGET TO ACTUAL REPORT**

Jerse stated revenue for the month totaled \$12,328.52. The Library received \$12,180.20 in property taxes. Operating supplies totaled \$1,424.64 which was used for the Savvy Seniors program. Total expenses for the month totaled \$7,047.93. Which included Onpay, operating expenses, and programs.

**MOTION by Minert supported by Boettcher to receive and file the budget to the actual report.**

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

**Director**

- DeMeulenaere reviewed the new monthly report with the Board, which was updated from the prior month.
  - ❖ DeMeulenaere stated that she would be a part of the Policy Committee at the Suburban Library Cooperative.
  - ❖ State Aid has been completed
  - ❖ W2s have been printed and handed out to employees.
  - ❖ The children's activity board will be switched out quarterly at the cooperative.
  - ❖ Ray Township has mentioned that they may be getting a new phone system and the Library may be included in that.
  - ❖ The Cooperative is working on a Library of Things, larger items that will be shared but housed at the coop.
  - ❖ 2 Firesticks were purchased with Hulu, Disney Plus, and Netflix. Those will be worked on in the next couple of weeks.
  - ❖ The Library is also looking at using the circulating iPads with pre-loaded popular ebooks for patrons to check out
  - ❖ Attended the Advisory Council meeting in person

Demeulenaere provided the Board with an hourly circulation report and a survey that was posted regarding the Library Hours.

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

Goike stated that most of the calendars have been sold. The Greater Washington Area Historical Society has been selling more calendars this year to raise money to replace the roof on the Washington Museum. The Society may do a presentation with a gentleman who has been finding items with his metal detector by an old boy scout camp. DeMeulenaere stated that Mary Banes and Melissa Gaffke have been working on adding the Friends group to the Library website. The Society will have its own page on the site.

**Committees**

Policies - N/A

Personnel: N/A

Budget -Did meet and will be discussed under new business.

**UNFINISHED BUSINESS**

N/A

**NEW BUSINESS**

**Board Secretary Position**

Jerse nominated Minert for the Secretary Position.

**MOTION by Jerse supported by Boettcher to appoint Elli Minert to the Library Board Secretary position**

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

**2022-2023 Budget Amendments**

The Budget Committee did meet with only 2 recommendations at this time. Decrease Mileage from \$1,000.00 to \$900.00 and increase Insurance from \$2,500.00 to \$2,600.00

**MOTION by Minert supported by Boettcher to amend the 2022-2023 budget as presented.**

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

**State of Michigan minimum wage requirement and paid sick leave**

Jerse informed the Board that in February minimum wage may increase to \$13.03 and the Library may need to start providing the staff with paid sick time. The budget committee has been looking at both the budget for this year and next year to accommodate these changes if they do happen.

**Tabled**

**Staff pay rates and sick leave policy**

Goike provided the board with a pay rate analysis, stating that the top box is the current wages, the middle box would be the proposed increase, and the last box shows the total of what the sick paid time off would be. Each employee would receive one hour of paid sick time for every 35 hours worked.

**Tabled**

**Bylaw review**

DeMeulenaere provided copies of the Bylaws to Members, Stabile and Boettcher to be reviewed by the next Board Meeting.

**Tabled**

**ITEMS FOR JANUARY**

- 2023-2024 Budget
- Set Public meeting for 2023-2024 Budget
- State of Michigan minimum wage requirement and paid sick leave
- Staff Pay rates
- Sick Leave Policy
- Bylaw review

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

**ADJOURNMENT**

**MOTION by Jerse supported by Minert to adjourn the meeting at 7:13 pm**

**Roll Call**

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

*Respectfully submitted by:*

*Approved by:*

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

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Elli Minert, Secretary

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Theresa Goike, Chairperson

