

Approved Minutes of the
Ray Township Public Library
Board Meeting
January 15th, 2024

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

PRESENT: Marla Stabile, Member
Jim Jerse, Treasurer
Tammy Boettcher, Member
Theresa Goike, Chairperson
Wayne Conner, Vice-Chairperson

ABSENT WITH NOTICE: Christy DeMeulenaere Director
Elli Minert, Secretary

ALSO PRESENT: Mary Barnes, Library Assistant standing in for Christy DeMeulenaere

APPROVAL OF AGENDA

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

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere Director
Elli Minert, Secretary
MOTION: Carried.

APPROVAL OF THE DECEMBER 18th, 2023 MINUTES

MOTION by Conner supported by Jerse to approve the December 18th Minutes as presented.

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere Director
Elli Minert, Secretary
MOTION: Carried.

TREASURER'S REPORT

Jerse stated that items from Elf Night and the last mailer were on the list. Workers Comp. Insurance was billed which shows on the Budget to Actual Report as putting that line item over. Goike stated that the Budget to Actual report was incorrect. The approved amendments from the previous month were not entered into the system. Once the amendments are corrected there will be enough money in the account to cover the budget. Jerse noticed the cover page totals were incorrect. One of the Payroll totals was not added to the total. The correct total of the bills list was \$13,589.88.

APPROVAL OF THE JANUARY 15th, 2024 BILLS LIST

MOTION by Conner supported by Boettcher to approve the January 15th, 2024 Bills List and cover letter as amended for a total of \$13,589.88.

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere Director
Elli Minert, Secretary
MOTION: Carried.

BUDGET TO ACTUAL REPORT

Jerse stated that the Library is at a 75% run rate. Goike stated that there is roughly \$262 left in operating supplies. The Board will review the budget amendments under new business

RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT

MOTION by Conner supported by Boettcher to receive and file the Budget to Actual Report as presented with the incorrect numbers.

AYES: ALL
NAYES: NONE
ABSENT: Christy DeMeulenaere Director
Elli Minert, Secretary
MOTION: Carried.

MOTION by Conner supported by Boettcher to amend the agenda to include budget amendments under New Business C.

DIRECTOR'S REPORT

Barnes stated that Director DeMeulenaere is looking at getting a Google Nest Thermostat for the Library. The temperature would be able to be controlled remotely which could be cost effective. The Go Library Discount has been discontinued through the Cooperative. The Clerk position has been listed on Indeed. Clerk Gaffke's last day was last Saturday. The State Aid for the Library has been submitted.

Friends of the Ray Township Library and Historical Society

Goike stated the group has not met. The next meeting will be in February. The group is still selling calendars.

Committees

Policies - Did not meet

Personnel: Jerse is working on the Director review.

Budget -Did not meet

UNFINISHED BUSINESS

None

NEW BUSINESS

2024-2025 Input

The Board reviewed the current budget. The Library is still waiting to get the current budget from the Accessor. Barnes stated that as of now, under dedicated grants the Library is not looking into large grants for the upcoming fiscal year. Jerse stated that the Library held 101 programs throughout the year. DeMeulenaere sent the Budget Committee information with budget line item costs that will be increasing in the next fiscal year.

Tabled

Employee Wages

Jerse stated that he needed additional time to research for additional information. \$10.33 is the current minimum wage. Current clerks receive \$12.00 per hour. Conner suggested Clerks should receive \$13.00 per hour. Barnes stated that it is hard to find applicants at \$12.00 an hour. The Board also talked about a 10% increase across the board. Tabled

Budget Amendments

Barnes stated that a Google Nest with a hub will cost \$240.00. A conversation has been had about the possibility of incorrect line items on invoices due to all the grant items that were purchased the previous month. The total of \$1,588.83 for Amazon should be under line item programming not operating supplies. Goike stated the budget would not be amended but the line item would need to be adjusted. Barnes stated that there are not many programs coming up.

Items for February

Budget & Wages

Public Meeting for the 2024-2025 Budget with the proposed date of March 19th, 2024

Goike stated that April 23rd at 4:00 pm is the last day to submit paperwork to serve on the Library Board.

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Conner supported by Boettcher to adjourn the meeting at 7:06 pm

AYES:	ALL
NAYES:	NONE
ABSENT:	Christy DeMeulenaere Director
	Elli Minert, Secretary
MOTION:	Carried

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson