

**Approved Minutes of the
Ray Township Public Library
Regular Board Meeting
January 20th, 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 Elli Minert, Secretary
Marla Stabile, Member Wayne Conner, Member
Heather Phipps, Treasurer

ABSENT: N/A

ALSO PRESENT: N/A

APPROVAL OF AGENDA

MOTION by Conner supported by Jerse to approve the agenda as amended correcting the year.

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

APPROVAL OF MINUTES

MOTION by Conner supported by Jerse to approve the December 16th, 2019 Board Meeting minutes as amended to remove the word "with" on page 3.

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

Bills List-

Phipps stated the total for the bills list was \$6,046.81. Suburban Library Cooperative was paid out \$2997.82 and \$148.25 to Baker and Taylor for Audio Books.

APPROVAL OF THE BILLS LIST

MOTION by Conner supported by Jerse to approve the Bills List for \$6,046.81.

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

Budget to Actual Report:

Phipps stated that December revenue totaled \$5,644.81, property tax revenue is starting to come in. Total expenses totaled \$3,107.08. Goike stated the book balance for remaining funds is incorrect, it should be \$28.00. The highlighted items are above target. The budget committee will be meeting before the next Board Meeting.

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: NONE
MOTION: Carried.

Director

DeMeulenaere stated that all the books in the Llibrary have been weeded.

DeMeulenaere stated all items that did not have a price attached to their records have been updated and now all items in the Llibrary have a price attached to them.

DeMeulenaere stated the Adult Craft had to be rescheduled until 1-27-2020 at 6:00pm.

DeMeulenaere stated the next report that needs to be completed is users with notes and there are over 400 records that need to be gone through.

DeMeulanere stated State Aid has been completed.

DeMeulnaere informed the Board that new member businesses have been added to the golibrarycard.org.

DeMeulenaere stated the Evance Calendar on the website is not working and she has contacted Demco 3 times and is still waiting on a response.

DeMeulenaere stated she has registered for the 2020 Loleta Flynn Small & Rural Library Conference. The class total is \$125.00 and includes meals. The hotel will cost \$445.20. One night and one way of mileage will be shared with the Leadership Council Funds.

DeMeulenaere stated that there will be a half day program held at the Llibrary on February 20th, from 9:30am -12:00pm for people who are interested in Starting a new business. This is a free program.

DeMeuenaere also presented the Board with statistics on Overdrive, visits to the Library's website and the Monthly Library Report.

Friends of the Ray Township Library and Historical Society

Goike stated the Friends held their first History Unlocked event and 3 people came out to view the archives. The next one will be held on Feb. 11th from 1-3. The group decided to give half of the sales of calendars and \$5 per t-shirts sold to James Harding for his Eagle Scout Project.

Committees

Policies

N/A

Personnel

Tabled. DeMeulenaere will update the Library Assistant job description and forward to Jerse for review.

Budget

Ray Township Public Library Minutes 01/20/2020

Will meet before the next meeting

UNFINISHED BUSINESS

2020 Millage

The Board was handed the Engagement Letter and Memo from Anne Seuryck of Foster Swift for review. Discussion was had amongst the Board about the Millage. Goike stated the Township does not need to review the ballet language. DeMeulnere stated that the Library Board will need to approve the minutes and have them certified by Lori Lascoe the Township Clerk.

APPROVAL TO RETAIN ANN SEURYCK WITH FOSTER SWIFT

MOTION by Conner supported by Jerse to allow Theresa Goike, Chairperson to sign the Engagement Letter with Ann Seuryck of Foster Swift.

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

DeMeulnaere stated there is an additional page handed to the Board with staff feedback, wants and needs. The Board would like 2 employees at all times, increase in hours, provide competitive wages for staff, increase technology and provide additional programs. Goike will type up the ideas and have them ready for the next Board Meeting.

NEW BUSINESS

Amendment to the 2020 Holiday Schedule

Goike stated that the Easter Holiday needs to be changed from April 18th to April 11th.

APPROVAL TO AMEND THE EASTER HOLIDAY 2020

MOTION by Conner supported by Jerse to change the closing date from April 18th to April 11th for the 2020 Closing schedule.

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

2020-2021 Budget Public Special Meeting

MOTION TO HOLD SPECIAL BUDGET MEETING

MOTION by Conner supported by Jerse set the 2020-2021 Special Budget Meeting at 6:30pm at the Ray Township Public Library.

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

Ray Township Public Library Minutes 01/20/2020

ITEMS FOR FEBRUARY

State of the Library
2020-2021 Draft Budget

PUBLIC COMMENT/CORRESPONDENCE

None

ADJOURNMENT

MOTION by Conner supported by Jerse to adjourn the meeting at 7:33pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Theresa Goike, Chairperson

Elli Minert, Secretary