

Minutes of the
Ray Township Public Library
Regular Board Meeting
July 19th, 2021

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:32 pm.

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

ABSENT: **N/A**

ALSO PRESENT: **N/A**

APPROVAL OF AGENDA

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

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

APPROVAL OF THE JUNE 28th, 2021 BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the June 28th, 2021 Board Meeting minutes as presented.

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

REPORTS

Phipps reviewed the Bills list which totaled \$10,957.78. \$3,047.79 was paid out to the Suburban Library Cooperative for RFID staff users. Audit fees totaled \$1,300.00 and Attorney Fees totaled \$1,134.00.

APPROVAL OF THE JULY 19TH, 2021 BILLS LIST

MOTION by Conner supported by Jerse to approve the July 19th, 2021 Bills List for \$10,957.78 as presented.

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

BUDGET TO ACTUAL REPORT

Phipps reviewed the budget to actual report with the Board. Audit Fees are currently over budget and the books are slightly over 25%. DeMeulenaere stated that the book budget will balance out with Centralized Purchasing in August. Phipps stated the budget amendments will be addressed all at once by allocating the grant revenue into the appropriate line items. Phipps stated that the total revenue for the month was \$617.73. \$39.00 was deposited into the reimbursement, other - comcast line, which will need to be adjusted to a misc expense as it is a refund. Phipps also stated that the total expenditures for the month totaled \$8,604.25.

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

DeMeulenaere reviewed the monthly Library report with the Board. DeMeulenaere stated that 61 kids signed up for the first session of the Summer Reading Program. The kids enjoyed tie-dying t-shirts, made popsicle stick birdhouses, and played parachute games. The Library will be hosting a Native Plants and their importance program on August 6th, 2021 in partnership with the Clinton River Watershed and *I speak for the Trees* grant. DeMeulenaere also stated that the first science kit from the SKPL grant is currently in circulation. The kit contains a backpack, microscope, 48 prepared slides, a microscopic camera, 2 books, and lots of supplies to make your own slides.

Friends of the Ray Township Library and Historical Society

Goike stated the next meeting is Wed August 4, 2021 at 3:00pm in the Library. The group is looking for a new Vice-Chairperson as the current Vice-Chairperson, Camille Grubb will be relocating to Arizona. The Group is also working on the 2022 Calendar. Monthly sponsorships have been collected and members are currently working on business card sponsorships. Images of Ray Twp barns are also needed for the calendar.

Committees

Policies - Nothing to report

Personnel: Nothing to report

Budget - The committee did meet and will be recommending adjustments at the next quarterly meeting.

UNFINISHED BUSINESS

Covid-19 and the Library

DeMeulenaere stated at this time there are no restrictions in the state of Michigan.

New EIN Number & Meeting with the Township

DeMeulenaere stated that the lease agreement and financial agreement have been sent over to the Township Board and will be discussed at their Board meeting in July. DeMeulenaere stated that she reached out to Christine Comaty to provide a proposal for the Board with estimated costs and information regarding third-party payroll processing. This will be tabled until the Library hears back from the Township Board.

Annual performance review of Director

Tabled.

NEW BUSINESS

Budget Amendments

Changes to be made after the next quarterly meeting for the Budget Committee.

ITEMS FOR AUGUST

Approve Library Audit

PUBLIC COMMENTS/CORRESPONDENCE:

Nothing to report at this time

ADJOURNMENT

MOTION by Conner supported by Jerse to adjourn the meeting at 7:07 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson