

Approved Minutes of the  
**Ray Township Public Library**  
Board Meeting  
July 19th, 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  
Wayne Conner, Vice-Chairperson  
Tammy Boettcher, Member  
Christy DeMeulenaere, Director  
Elli Minert, Secretary  
Theresa Goike, Chairperson

**ABSENT WITH NOTICE:** Marla Stabile, Member

**ALSO PRESENT:** N/A

Goike stated that under New Business add C. Library Board Meeting Dates

**APPROVAL OF AGENDA**

**MOTION** by Jerse supported by Conner to approve the agenda as amended

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Marla Stabile, Member  
**MOTION:** Carried.

**APPROVAL OF THE JUNE 19th, 2023 MINUTES**

**MOTION** by Conner supported by Jerse to approve the June 19th, 2023 Minutes as presented.

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Marla Stabile, Member  
**MOTION:** Carried.

**TREASURER'S REPORT**

DeMeulenaere stated that the bill list was missing an OnPay invoice with a total of \$82.00. Jerse stated that the audit fees were \$1,600 which is \$200 more than was budgeted for so the Budget Committee will need to address this. DeMeulenaere will contact King and King for the most recent contract to review the fees. Jerse stated that the budget to actual reports looks accurate. Goike stated that the book line item looked high, and DeMeulenaere stated that the line item was used to purchase books with grant money received.

**APPROVAL OF THE JULY 19th, 2023 BILLS LIST**

**MOTION** by Conner supported by Boettcher to approve the July 19th, 2023 Bills List as amended for a total of \$11,227.53.

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Marla Stabile, Member  
**MOTION:** Carried.

**BUDGET TO ACTUAL REPORT**

Goike stated that the budget to actual report is the incorrect date. They should be reviewing the June report which would have an end date of 6/30/2023. DeMeulenaere will reach out to the Township Accountant for an updated version to be sent out for review.

**RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT**

Tabled

**DIRECTOR'S REPORT**

DeMeulenaere would like to use continuing education for Mary Barnes to be a certified Conservation Steward through the MSU Extension. It is a 10-week program in person and online. Mary received a \$100.00 Scholarship. It would cost the Library \$150 and mileage to St. Clair County once a week for 8-10 weeks. Mary can utilize this class for future programming, science, and conservation efforts.

**APPROVAL FOR BARNES TO USE CONTINUING EDUCATION**

**MOTION by Conner supported by Jerse to approve up to \$600 for Mary Barnes to attend the MSU Extension Conservation Steward 10-week program and mileage for the class.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Marla Stabile, Member**  
**MOTION: Carried.**

The air conditioning system was serviced and DeMeulenaere is working on setting up a scheduled check-up. She stated that when Comfort Temp serviced the air conditioner, the technician noted that the furnace had issues. DeMeulenaere will reach out to Classic Heating & Cooling, Comfort Temp Heating & Cooling, and Johnson Thermal Heating & Cooling for quotes for a new furnace and/or repairs.

DeMeulenaere followed up with Chris from the SLC regarding the WIFI costs who stated the prices for the devices are based on the cost of the devices, just like the Dell computers.

DeMeulenaere requested an increase in the Director's Credit Card limit as the new programs from the grants received will generate higher purchases. Jerse suggested the Library start receiving purchase orders and invoices instead of using the Credit Card. DeMeulenaere currently has a limit of \$2000. DeMeulenaere stated that many libraries utilize Amazon's pay-by-invoice. DeMeulenaere will look into this for the Library, therefore, no credit card limit increase was needed at this time.

Mary Barnes has received 2 new grants. DeMeulenaere sent information about all the grants received or pending to the budget committee so she also shared the information with the entire board.

- \$1,500 Whale Grant
  - all towards programming
- \$3,000 Summer Reading Program
  - \$1,800 toward books
  - \$900 towards Computer Tech
  - \$500 toward programming
- \$1,000 ACP Grant
  - \$500 towards printing and publishing
  - \$500 toward programming

\$6,000 ATT ALA  
    \$3,000 to rent a mobile lab  
    \$1,500 printing and publishing  
    \$1,000 programming  
    \$500 professional fees

Total dedicated Grants \$11,500.00

DeMeulenaere reached out to the Ray Township Fire Chief for the contact information to purchase an AED and will follow up with him..

DeMeulenaere stated that circulation stats keep increasing. The reptarium had roughly 100 patrons attending. Goike stated that under new registrations there is an incorrect number which DeMeulenaere will correct. DeMeulenaere stated that there is also a printout with a breakdown by collection.

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

Goike stated that the large Macomb County map is ready to be picked up. Group members attended a webinar at the Library on how to clean headstones, the group then went to Proctor Cemetery and cleaned some of the headstones. The group will start working on the 2024 calendar.

**Committees**

Policies - Employee Manual will be reviewed after summer.

Personnel: Jerse is working on the Director review.

Budget -Did not meet, but will try to meet in August

**UNFINISHED BUSINESS**

Part 2 clean version of policies to review.

Goike stated there were a couple of spelling errors under section H.

**APPROVAL OF PART 2 OF THE POLICIES MANUAL**

**MOTION** by Conner supported by Jerse to approve part 2 of the Policies manual with corrected spelling errors.

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Marla Stabile, Member  
**MOTION:** Carried.

**NEW BUSINESS**

2022-2023 Audit

Tabled

SLC Board Representative

DeMeulenaere stated that every 3 years each library provides a representative from their library to be on the Suburban Library Cooperative Board. The Board discussed whether one of the Library Board would like to volunteer or look into the community for a representative.

Tabled

Library Board Meeting Dates

Goike stated that Township Supervisor Joe Jarzyna sent an email requesting that the Library Board change its meeting dates to accommodate the Accountant's work load. See attached.

DeMeulenaere stated that she reached out to the Library of Michigan's Library Law Consultant Clare Membiela. Clare stated that there is nothing in the Open Meetings Act that says you cannot hold a board meeting on a Federal Holiday. Charter Township's and Libraries that are supervised by the Charter Township on the other hand cannot hold them on a Federal Holiday. The Board discussed changing the dates, possibly getting two of the reports earlier. The Board stated they would like to accommodate the changes that were requested, however Board Member, Stabile was absent and the group decided to table it until next month. Goike will send Jarzyna an email stating that if the Accounting personnel can send two of the reports at the beginning of each month the Board may be able to continue with its current meeting dates while reducing the load. Tabled until the next meeting while awaiting the Township's response.

**LIBRARY BOARD MEETING DATES**

**MOTION TO TABLE BY CONNER SUPPORTED BY JERSE CHANGES TO THE LIBRARY BOARD MEETING DATES UNTIL CORRESPONDENCE COMES BACK FROM THE TOWNSHIP**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Marla Stabile, Member**  
**MOTION: Carried**

**ITEMS FOR AUGUST**

Furnace repair or replacement

**PUBLIC COMMENTS/CORRESPONDENCE:**

N/A

**ADJOURNMENT**

**MOTION by Conner supported by Minert to adjourn the meeting at 7:40 pm**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Marla Stabile, Member**  
**MOTION: Carried**

*Respectfully submitted by:*

Approved by:

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Christy DeMeulenaere, Director

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Elli Minert, Secretary

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Theresa Goike, Chairperson