# Minutes of the Ray Township Public Library

Regular Board Meeting June 28th, 2021

Ray Township Public Library Board Vice-Chairperson Jim Jerse called the meeting to order at 6:38 pm.

PRESENT: Jim Jerse, Vice-Chairperson Wayne Conner, Member

Elli Minert, Secretary Marla Stabile, Member

**Christy DeMeulenaere, Director** 

ABSENT: Heather Phipps, Treasurer Theresa Goike, Chairperson

ALSO PRESENT: N/A

#### **APPROVAL OF AGENDA**

MOTION by Conner supported by Minert to approve the agenda as amended with a date change.

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

# APPROVAL OF THE MAY 17th, 2021 BOARD MEETING MINUTES

MOTION by Conner supported by Minert to approve the May 17th, 2021 Board Meeting minutes as presented.

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

#### **REPORTS**

DeMeulenaere reviewed the Bills List, stating there are 2 months of credit card statements on the list. Program fees were paid out to Barnes and DeMeulenaere. Books, auto utilities, and audio also were paid out. The bills list totaled \$8,888.85.

#### APPROVAL OF THE JUNE 28TH, 2021 BILLS LIST

MOTION by Conner supported by Minert to approve the June 28th, 2021 Bills List for \$8,888.85 as presented.

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

#### **BUDGET TO ACTUAL REPORT**

DeMeulenaere presented the Board with 2 Budget to Actual reports. The first report showed the auditor's adjustment for the end of the 2021 fiscal year. The second report was the current budget to actual which was reviewed and everything looked in line with where the Library should be.

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

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike

MOTION: Carried.

#### Director

DeMeulenaere handed the Board handouts for review which included Overdrive checkout statistics, Mango usage, LTC Class evaluations, the current report of 2021 Township taxes to be levied, and the monthly Library statistics report. DeMeulenaere also stated that 2 new clerks were hired, Nicole Gordon and Sarah Bart. The Library books from the Pilcrow Foundation grant were received. Barnes also received a grant from the Lorax grant and will be partnering with the Watershed Council to hold the program. Items no longer need to be quarantined due to COVID-19. Mystery book bags are now available by donation. The Audit has been completed and the Library has started to collect crayons for the crayon initiative. DeMeuleanere has been learning how to digitize pictures for the FRTLHS.

# Friends of the Ray Township Library and Historical Society

DeMeulenaere stated that the group will be going forward with the Calendar this year and they are currently working on the monthly sponsors.

### **Committees**

Policies - Nothing to report

Personnel: Nothing to report

**Budget** - Nothing to report

#### **UNFINISHED BUSINESS**

#### Covid-19 and the Library

DeMeulenaere stated previously that items no longer need to be quarantined. At this time there are no restrictions in the state of Michigan. The paperwork will still remain in place.

### **New EIN Number & Meeting with the Township**

DeMeulenaere stated that the lease agreement and financial agreement had been sent out to the Library Board for review. DeMeulenaere stated that she and Goike had made a few suggestions for the agreements which were presented to the Board at the meeting. DeMeulenaere will make the changes, forward them to Jerse for review, and then will take them over to the Township for them to review.

### **Annual performance review of Director**

Tabled.

#### **NEW BUSINESS**

Approve pay rates for new employees

MOTION by Conner supported by Minert to approve the starting pay rate for Nicole Gordon at \$10.00 p/hr.

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

MOTION by Conner supported by Minert to approve the starting pay rate for Sarah Bart at \$10.00 p/hr.

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

# **ITEMS FOR JULY**

Lease and Financial Agreements for the Township

The Board discussed the payment of administrative fees due to the Township. The Township is currently processing all bills and payroll.

MOTION by Conner supported by Minert to approve paying \$600.00 in administrative fees to the Township.

AYES: ALL

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

# PUBLIC COMMENTS/CORRESPONDENCE:

Nothing to report at this time

# **ADJOURNMENT**

MOTION by Conner supported by Minert to adjourn the meeting at 7:19 pm

AYES: ALI

NAYES: NONE

ABSENT: Phipps, Goike MOTION: Carried.

Respectfully submitted by:
Christy DeMeulenaere, Director
Approved by:
FF
Elli Minert, Secretary
Jim Jerse, Vice-Chairperson