

Approved Minutes of the
Ray Township Public Library
Board Meeting
June 19th, 2023

Ray Township Public Library Board Vice-Chairperson Wayne Conner called the meeting to order at 6:37 pm at the Ray Township Public Library.

PRESENT: **Jim Jerse, Treasurer**
 Wayne Conner, Vice-Chairperson
 Tammy Boettcher, Member
 Marla Stabile, Member
 Christy DeMeulenaere Director

ABSENT: **Elli Minert, Secretary**
 Theresa Goike, Chairperson

ALSO PRESENT: **N/A**

APPROVAL OF AGENDA

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

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Elli Minert, Secretary**
 Theresa Goike, Chairperson
MOTION: **Carried.**

APPROVAL OF THE MAY 15th, 2023 MINUTES

MOTION by Jerse supported by Boettcher to approve the MAY 15th, 2023 Minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Elli Minert, Secretary**
 Theresa Goike, Chairperson
MOTION: **Carried.**

TREASURER'S REPORT

Jerse stated that DeMeulneare noticed that 4 of the bills needed to be listed on Bill's list. The Bill's list as issued shows a total of \$12,095.84. However, the list needs the lease payment of \$1,200.00, the Admin fee of \$300, and 2 OnPay invoices for \$82.00. Jerse recommends that the list is amended from \$12,095.84 to \$13,759.84.

APPROVAL OF THE JUNE 21st, 2023 BILLS LIST

MOTION by Stabile supported by Boettcher to approve the June 21st, 2023 Bills List as amended for a total of \$13,759.84.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Elli Minert, Secretary**
 Theresa Goike, Chairperson
MOTION: **Carried.**

BUDGET TO ACTUAL REPORT

Jerse stated that the budget to the actual report had an error under #271-248-920.001 heating, it is showing that the total was \$675.30 and the exact total was \$95.28 which is a difference of \$580.02. An email has been sent to the Twp. Account for review. Everything else on the report looks correct.

RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT

MOTION by Boettcher supported by Stabile to receive and file the budget to actual report as amended.

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
Theresa Goike, Chairperson
MOTION: Carried.

DIRECTOR'S REPORT

- DeMeulenaere reviewed the monthly report with the board.
- Barnes has been working on the Summer Reading Program
- The Library received the Public Library Financial Management Guide and the Trustee Manual
- The Library will be upgrading the Extreme WIFI system which will allow the library to receive WIFI statistics for State Aid.
- DeMeulenaere has suggestions for a possible shed, AED Machine, and additional programming with the leftover funds from the last fiscal year.

Friends of the Ray Township Library and Historical Society

DeMeulenaere stated the Silent Auction is currently running now through Ray Day at 3:00 pm.

Committees

Policies - Jerse and Boettcher did meet and reviewed the second part of the Policy Manual.

Personnel: Jerse is working on the Director review.

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

UNFINISHED BUSINESS

Updated Policies Part 1 clean version

The Board reviewed the handout

APPROVAL OF PART 1 OF THE POLICIES MANUAL

MOTION by Boettcher supported by Jerse to approve part 1 of the Policies manual as presented.

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
Theresa Goike, Chairperson
MOTION: Carried.

NEW BUSINESS

Updated Policies Part 2

Jerse and Boettcher reviewed the suggested changes that DeMeulenaere made. The committee made a couple more changes when the policy committee met. The Board reviewed the handout. Tabled. DeMeulenaere will be providing a clean copy at the next Board Meeting.

ITEMS FOR JULY

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Boettcher supported by Jerse to adjourn the meeting at 6:59 pm

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary
Theresa Goike, Chairperson
MOTION: Carried

Respectfully submitted by:

Approved by:

Christy DeMeulenaere, Director

Elli Minert, Secretary

Theresa Goike, Chairperson