

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
March 16th, 2020

Ray Township Public Library Board Chairperson Terry Goike called the meeting to order in the Ray Township Center, located at 64255 Wolcott Road, Ray Township, Michigan at 6:30pm.

**PRESENT:**                    **Jim Jerse, Vice Chairperson**            **Terry Goike, Chairperson**  
   **Christy DeMeulenaere, Director**    **Heather Phipps, Member (remotely via phone)**  
   **Wayne Conner, Member**                **Marla Stabile, Member**

**ABSENT:**                    **Elli Minert, Secertary**

**ALSO PRESENT:**            **None**

Goike stated that under New Business to add C. Payment of Library staff during closure.

**APPROVAL OF AGENDA**

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

**AYES:**                    **ALL**  
**NAYES:**                    **NONE**  
**ABSENT:**                    **Elli Minert, Secertary**  
**MOTION:**                    **Carried.**

**PUBLIC MEETING FOR 2020-2021 BUDGET**

**MOTION by Conner supported by Jerse to open the Public Meeting at 6:35 pm for the 2020-2021 Budget.**

**AYES:**                    **ALL**  
**NAYES:**                    **NONE**  
**ABSENT:**                    **Elli Minert, Secertary**  
**MOTION:**                    **Carried.**

**PUBLIC MEETING FOR 2020-2021 BUDGET**

**MOTION by Conner supported by Jerse to close the Public Meeting at 6:37pm for the 2020-2021 Budget.**

**AYES:**                    **ALL**  
**NAYES:**                    **NONE**  
**ABSENT:**                    **Elli Minert, Secertary**  
**MOTION:**                    **Carried.**

**APPROVAL OF THE FEBRUARY 17th , 2020 MINUTES**

**MOTION by Conner supported by Jerse to approve the February 17th, 2020 Board Meeting minutes as amended with minor changes.**

**AYES:**                    **ALL**  
**NAYES:**                    **NONE**  
**ABSENT:**                    **Elli Minert, Secertary**  
**MOTION:**                    **Carried.**

**REPORTS**

Bills List-

DeMeulenaere stated that there are two bills list and the board will be reviewing the highlighted bills list. 4 additional bills had been added to the new list to be paid prior to the end of the fiscal year. ABC home for \$20.00, Baker and

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Taylor DVDs for \$55.11, Foster Swift for \$660.00 and Ray Twp for postage with a total of \$10.90. Total bills for March to be paid \$5,604.64.

**APPROVAL OF THE MARCH 17TH, 2020 BILLS LIST**

**MOTION by Conner supported by Jerse to approve the March 17th, 2020 Bills List for \$5,604.64 as presented.**

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

Budget to Actual Report:

Phipps stated that the revenue for February totaled \$6,682.68, which included \$6,258.25 from property taxes. Current target for expenses should be at 91%. Dues, meetings and seminars are over by \$55.00. \$125.00 was charged for the Rural Conference which has been cancelled. Total expenses for the month of February totaled \$4,825.53.

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

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

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

**Director**

DeMeulenaere reviewed the monthly report with the board. The Library had \$150.00 in book sales. The new patron count is up to 1,076 patrons.

DeMeulenaere reviewed two new reports with the board. The first report showed the total average hours for all staff of the Library for the previous fiscal year and the current year to date for budget planning and the second report showed what databases the other Libraries in the cooperative purchase for their patrons.

DeMeulenaere stated the Library received a Thank you letter from the UAW Region 1 Veterans Council for the homemade thank you cards for the Veterans.

DeMeulenaere stated the Township will be changing the way they process payroll. DeMeulenaere will keep the Board updated with additional information as received.

DeMeulenaere stated the Library will receive delivery daily from the Cooperative.

DeMeulenaere stated that the Library will now have pre-printed in-transit slips while processing books.

DeMeulenaere stated the Library closed at 3:00pm on 3/16/2020 per the Governor. Book delivery will be stopped and due dates will be extended. DeMeulenaere will look into having UPS deliveries forwarded to her home address. DeMeulenaere stated that posts for Facebook and the website will be made from home.

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

Goike stated that the group met prior to the Library Board Meeting. The friends group would like to hold the Silent Auction in the Library this year through Ray Day. The Library Board agreed to hold the Silent Auction in the Library. DeMeulenaere will approach the group with items for the Library on April 23rd. Road cleanup and History unlocked will continue. The 2021 calendar will be discussed at the next meeting in May.

**Committees**

Policies

Nothing to report

Personnel

Nothing to report.

Budget

Nothing to report.

**UNFINISHED BUSINESS**

2020 Millage

Goike stated the Library received the Ballot Language and Resolution from Foster and Swift. Goike reviewed the resolution to the Board.

**APPROVAL OF 2020 LANGUAGE AND RESOLUTION FOR THE 2020 MILLAGE**

**MOTION by Conner supported by Jerse to adopt the Resolution number 2020-01 to approve the Library ballot language as presented.**

Roll Call:           Conner: Yes  
                          Jerse: Yes  
                          Stabile: Yes  
                          Phipps(remotely via phone): Yes  
                          Goike: Yes  
                          Minert: Absent  
AYES:               Conner, Jerse, Stabile, Phipps, Goike  
NAYES:             NONE  
ABSENT:            Elli Minert, Secertary  
MOTION:            Approved

Goike stated that Foster Swift sent a letter stating that their pay rates have increased and reviewed it with the Board.

**APPROVAL OF PAY INCEASE FOR FOSTER AND SWIFT SERVICES**

**MOTION by Conner supported by Jerse to approve the increased billing rate from \$200.00 to \$210.00.**

AYES:               ALL  
NAYES:             NONE  
ABSENT:            Elli Minert, Secertary  
MOTION:            Carried.

State of the Library:

DeMeulnaere will revise the State of the Library, forward it to the Board and then present the report at the Ray Township Meeting in May.

**NEW BUSINESS**

**Library Assistant Job Description**

The Board reviewed the Assistant Job Description. Goike suggested a couple of changes to be made. DeMeulnaere will send out a revised edition to the Board.

**Director Evaluation**

The Board discussed the Director Evaluation. Jerse will review the evaluation with DeMeulnaere.

**APPROVAL OF DIRECTOR EVALUATION**

**MOTION by Phipps supported by Conner to approve the Director's Evaluation as presented.**

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

Payment of Library Staff with closure

DeMeulenaere discussed with the Board paying the staff during the closure of the Library.

APPROVAL TO PAY LIBRARY STAFF DURING CLOSURE

MOTION by Conner supported by Jerse to allow Library Director to compensate the Library Staff through March 31st, 2020 as currently scheduled which can be paid out in advance.

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

ITEMS FOR APRIL: None suggested

PUBLIC COMMENTS/CORRESPONDENCE: See above for Veteran's group. Nothing in suggestion box.

ADJOURNMENT

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

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

*Respectfully submitted by:*

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Christy DeMeulenaere, Director

Approved by:

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Theresa Goike, Chairperson

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Elli Minert, Secretary