

Minutes of the  
**Ray Township Public Library**  
Regular Board Meeting  
March 15, 2021  
Zoom Meeting ID 71049725622

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

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

**ABSENT:**                    **Marla Stabile, Member**

**ALSO PRESENT:**                    **Mike V. (Lynn Vanslambrouck) via Zoom**

Goike stated there are new items to be added to the Agenda, under New Business, D. Amendments to the 2020-2021 Budget, E. Amendments to the 2021-2022 Budget, F. Library Logo & G. Pest Control.

**APPROVAL OF AGENDA**

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

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

**PUBLIC MEETING FOR 2021-2022 BUDGET**

**MOTION by Jerse supported by Phipps to open the public meeting for the 2021-2022 Budget at 6:37pm.**

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

**MOTION by Jerse supported by Phipps to adjourn the public meeting for the 2021-2022 Budget at 6:40pm.**

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

**APPROVAL OF THE FEBRUARY 15TH, 2021 BOARD MEETING MINUTES**

**MOTION by Jerse supported by Phipps to approve the February 15th, 2021 Board Meeting minutes as presented.**

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

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**REPORTS**

Bills List- Phipps reviewed the Bills List. Two adjustments need to be made with line numbers. Under Library Fund, the Amazon purchase for the Otterbox should go under supplies 740 and the ACE tape and batteries should go under 993 Repair and Maintenance. Total for the month equaled \$7,509.77 which included Bob Prior's wages for plowing snow. DeMeulenaere stated that PNC charges are on there even though they haven't been paid yet, that way they are approved by the end of the fiscal year.

**APPROVAL OF THE MARCH 15TH, 2021 BILLS LIST**

**MOTION by Jerse supported by Phipps to approve the March 15th, 2021 Bills List for \$7,509.77 with amendments to the general ledger account numbers.**

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

**BUDGET TO ACTUAL REPORT**

Phipps reviewed the budget to actual report stating the Library target should be at 92%. February revenue totaled \$26,806.93 and expenses totaled \$4,565.64. The line item Computer Tech and Printing and Publishing will need to be looked at under New Business.

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

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

**Director**

DeMeulenaere reviewed the monthly report with the Board. DeMeulenaere will compare this year and last year to see how much the pandemic affected business. DeMeulenaere stated that in April in person programming will resume. The programs will also stream live via Zoom.

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

Goike stated the group has not met.

**Committees**

Policies - Nothing to report

Personnel: Nothing to report

Budget - Nothing to report

**UNFINISHED BUSINESS**

**Covid-19 and the Library**

DeMeulenaere stated that patrons are appreciative that the Library is open to the public and that we are still offering computer usage and capacity is still limited. In person programming resumes in April and the pavilions are reserved for the Summer Reading Program.

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New EIN Number & Meeting with the Township

Minert stated that DeMeulenaere, Goike and Minert met with Jarzyna the Township Supervisor and Betsy Bart the Township Treasurer to discuss the Library obtaining their own EIN number. They were very receptive to the dollar amounts involved. The Township was requesting \$25.00 a day for snow removal for the days they are not open, which would be on Saturdays and holidays and \$2,400.00 for Accounting Services. DeMeulenaere notified the Board that she reached out to Clare Membiela, the Library Law Consultant with the Library of Michigan. The Ray Township Public Library was established as a Township PA164, which means that the Township needs to hold the Library's money in a separate account, cut the checks and levy the millage for the Library under this act. DeMeulenaere stated that Membiela will be sending an email with the links to share with the Board.

Tabled.

State of the Library

Tabled.

**NEW BUSINESS**

Annual performance review of Director

Tabled

Reaffirm documents presented by Director

Tabled

Amendments to 2020-2021 RTPL Budget

DeMeulenaere stated the Computer Tech and Printing and Publishing are both over budget. Goike recommended the following changes, increase the Computer Tech Expense to \$13,000.00, decrease Operating Supplies by \$500.00, increase the Employer Social Security Medicare by \$50.00 and increase Printing and Publishing by \$50.00.

**APPROVAL FOR 2020-2021 BUDGET AMENDMENTS**

**MOTION by Phipps supported by Minert to amend the 2020-2021 budget. Increase Computer Technology to \$13,000.00, increase Employer Social Security Medicare maintenance to \$50.00, decrease Operating Supplies to \$7,500.00 and increase Printing and Publishing to \$750.00.**

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Stabile</b>
<b>MOTION:</b>	<b>Carried.</b>

Amendment to the 2021-2022 Budget

Phipps stated that the Library should have a structured plan with pay range. With having a structured plan in place the Board will not keep having to amend the payroll budget. DeMeulenaere provided the Board with a 5 year pay rate plan. DeMeulenaere stated that the first three years will keep the payroll under \$55,000.00 budget, with the four year increasing the budget by \$400 and the fifth year increasing the budget by \$1,961.00. Conner suggested that the Director and Library Assistant each receive a \$1.00 increase and the clerks received .50-.75. Goike asked for feedback from the Board should proceed with the pay rates or budget. Conversation was had amongst the Board about the proposed 5 year plan. Clarification was talked about the Library Assistant, and the Interim Library Assistant. DeMeulenaere mentioned adding another classification with a different job description. Conversation was had that the positions should work for the Library and not for the employees. Phipps stated that for the new budget, \$55,000.00 is allotted for the new Fiscal Year. Goike and Phipps had discussed at the Budget Meeting that it is not necessary for both the Director and Assistant to overlap on scheduling. Goike stated that two years ago, Class 1 and 2 Libraries, Average Director pay was \$15.00-\$16.00. The highest was \$22.00 and the lowest at \$11.00. Phipps stated that the five year plan is a stepping stone and will be used as a guideline. The Board agreed that \$55,000.00 is a good

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amount for the budget. Goike reviewed the budget amendments that include, increasing the current property tax to \$119,000.00, increasing the Attorney Fees to \$2,000.00 and increasing the Wages/Expenses Maintenance to \$500.00.

**APPROVAL FOR 2021-2022 BUDGET**

**MOTION by Jerse supported by Conner to approve the Library's Budget for the Fiscal year 2021-2022 as presented with the following exceptions: increase the Current Property Taxes to \$119,000.00, increase Attorney Fees to \$2,000.00 and increase Wages/Expenses Maintenance to \$500.00.**

**Roll Call: Jerse YES, Conner YES, Phipps YES, Minert YES, Goike YES**

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

Employee pay rates and evaluations

DeMeulenaere stated that the staff evaluations have been completed. Conversation was had amongst the Board members on roles within the Library and how they relate to pay increases. The Board agreed to make pay rate decisions. Jerse suggested that all positions have a suggested pay scale on their job descriptions. Jerse suggested that DeMeulenaere and Barnes receive a .75 increase and Kaltz, Naniewicz, Gaffke, Vanslambrouck, and Reidt receive a .50 increase. Phipps and Minert agree with the suggestion. Conner suggested that DeMeulenaere and Barnes receive a \$1.00 increase.

**APPROVAL FOR DIRECTOR PAY RATE**

**MOTION by Conner supported by Phipps to increase the pay rate of the Director Christy DeMeulenaere to \$17.50, effective April 1st, 2021.**

**Roll Call: Conner YES, Phipps YES, Minert YES, Jerse YES, Goike YES**

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

**APPROVAL FOR MARY BARNES PAY RATE**

**MOTION by Jerse supported by Minert to increase the pay rate of the Assistant Director Mary Barnes to \$13.75, effective April 1st, 2021.**

**Roll Call: Jerse YES, Minert YES, Phipps YES, Conner NO, Goike YES**

**AYES: Jerse, Minert, Phipps, Goike  
NAYES: Conner  
ABSENT: Stabile  
MOTION: Carried.**

**APPROVAL FOR LAURA KALTZ PAY RATE**

**MOTION by Jerse supported by Minert to increase the pay rate of Laura Kaltz to \$10.50, effective April 1st, 2021.**

**Roll Call: Jerse YES, Minert YES, Phipps YES, Conner YES, Goike YES**

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**AYES:** Jerse, Minert, Phipps, Goike, Conner  
**NAYES:** NONE  
**ABSENT:** Stabile  
**MOTION:** Carried.

**APPROVAL FOR ALYSSA NANIEWICZ PAY RATE**

**MOTION** by Jerse supported by Minert to increase the pay rate of Alyssa Naniewicz to \$10.50, effective April 1st, 2021.

**Roll Call:** PJerse YES, Minert YES, Phipps YES, Conner YES, Goike YES

**AYES:** Jerse, Minert, Phipps, Goike, Conner  
**NAYES:** None  
**ABSENT:** Stabile  
**MOTION:** Carried.

**APPROVAL FOR MELISSA GAFFKE PAY RATE**

**MOTION** by Jerse supported by Minert to increase the pay rate of Melissa Gaffke to \$10.50, effective April 1st, 2021.

**Roll Call:** Jerse YES, Minert YES, Phipps YES, Conner YES, Goike YES

**AYES:** Jerse, Minert, Phipps, Goike, Conner  
**NAYES:** None  
**ABSENT:** Stabile  
**MOTION:** Carried.

**APPROVAL FOR LYNN VANSLAMBROUCK PAY RATE**

**MOTION** by Jerse supported by Minert to increase the pay rate of Lynn Vanslambrouck to \$12.00, effective April 1st, 2021.

**Roll Call:** Jerse YES, Minert YES, Phipps YES, Conner YES, Goike YES

**AYES:** Jerse, Minert, Phipps, Goike, Conner  
**NAYES:** None  
**ABSENT:** Stabile  
**MOTION:** Carried.

**APPROVAL FOR KATHY REIDT PAY RATE**

**MOTION** by Jerse supported by Minert to increase the pay rate of Kathy Reidt to \$10.50, effective April 1st, 2021.

**Roll Call:** Jerse YES, Minert YES, Phipps YES, Conner YES, Goike YES

**AYES:** Jerse, Minert, Phipps, Goike, Conner  
**NAYES:** None  
**ABSENT:** Stabile  
**MOTION:** Carried.

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Library Logo

Goike approached the Board with the question if the Logo is a Board decision. The Board decided to set up a subcommittee which includes Phipps, Minert, and DeMeulenaere to find a logo that reflects the history of the Library.

Pest Control

DeMeulenaere was approached by Palladin Pest Control's owner, John Muechez, a Ray Township resident, who offered his services as a donation to the Library. DeMeulenaere presented the Board with a service agreement. The Board requested to review his MSDS sheets.

Tabled

**ITEMS FOR APRIL**

None

**PUBLIC COMMENTS/CORRESPONDENCE:**

None

**ADJOURNMENT**

**MOTION by Jerse supported by Phipps to adjourn the meeting at 8:07pm**

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Stabile</b>
<b>MOTION:</b>	<b>Carried.</b>

*Respectfully submitted by:*

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Christy DeMeulenaere, Director

Approved by:

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**Elli Minert, Secretary**

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Theresa Goike, Chairperson