

Approved Minutes of the
Ray Township Public Library
Regular Board Meeting
March 21st, 2022

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

PRESENT: Jim Jerse, Vice-Chairperson
Theresa Goike, Chairperson
Heather Phipps, Treasurer
Marla Stabile, Member
Elli Minert, Secretary
Wayne Conner, Member
Christy DeMeulenaere, Director

ABSENT: N/A

ALSO PRESENT: Mike Viaene, Mary Barnes

APPROVAL OF AGENDA

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

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

PUBLIC MEETING FOR 2022-2023 BUDGET

MOTION by Conner supported by Jerse to open the public meeting for the 2022-2023 Budget at 6:33 pm.

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

MOTION by Conner supported by Jerse to close the public meeting for the 2022-2023 Budget at 6:35 pm.

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

APPROVAL OF THE FEBRUARY 21st, 2022 BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the February 21st, 2022 Board Meeting minutes as presented.

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

REPORTS

DeMeulenaere provided the Board with a payroll recap and items that are on the credit card that will be paid on Mar 27, 2022 if the items could be approved with the bills list they would pull out in this fiscal year. Goike stated that they did receive General Ledger for review. Conversation amongst the Board about adding the additional payroll and credit card purchases to the list of the current bills. Goike stated that a few items will be over budget. Bills can be approved with budget amendments later in the meeting.

APPROVAL OF THE MARCH 17TH, 2022 BILLS LIST

MOTION by Conner supported by Jerse to approve the March 17th, 2022 Bills List as amended for \$12,985.65 plus any additional charges the Library may occur by March 31st, 2022.

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

BUDGET TO ACTUAL REPORT

Phipps stated revenue totaled \$30,443.84, driven mainly from property taxes. Expenses for the month totaled \$6,951.20. Any overages will be discussed later in the meeting.

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

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

Director

DeMeulenaere asked the Board if an additional Board Member can approve the bi-weekly payroll. Elli Minert volunteered to. The Board requested that the monthly board packet, as part of the bills list, include a form with the employee's hours and pay. Tax information is not required.

DeMeulenaere stated the light on the back door landing is currently not working. A letter has been posted on the door and the Township was notified.

DeMeulenaere reviewed the public Meeting Space Sign Out Sheet with the Board. This form goes in hand with the approved policy 1.6 Meeting Space Policy. The Board made suggestions to add the Contact's phone number, email, organization, if applicable, the signature of the responsible party, and approved by RTPL Staff signature and date.

MOTION by Conner supported by Jerse to approve the Public Meeting Space Sign Out Sheet with the suggested changes.

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

DeMeulenaere stated that 2 new children's exploration backpacks are ready to circulate which include circuits and bones.

DeMeulenaere stated that Library Assistant Barnes sent out an email blast through MailChimp to all of our registered patrons that have a valid email address. DeMeulenaere then reviewed the statistics of the mailing with the Board. DeMeulenaere stated that WIFI stats have been increasing.

DeMeulenaere notified the Board that there will be weekly hands-on activities for kids who come into the Library. This week for the young kids, a frame made out of construction paper, napkins cut up with glue to make a mosaic pattern. For the older kids, we have Little Blits, which are circuits.

Demeulenaere stated that the Library purchased 2 new patron computers and the Library will receive the 3rd new patron computer after April 1st.

DeMeulenaere stated that 3 out of the 4 employees who signed up for the CPR training have completed both the online and in-person training.

DeMeulenaere stated that DeMeulenaere and Barnes had received their Notary certifications and supplies.

DeMeulenaere thanked the Board for the Credit Card Increase which has been implemented.

DeMeulenaere recapped the Claymation Workshop that was held on Friday, March 18th, 2022 in partnership with the Michigan Humanities Touring Grant.

Friends of the Ray Township Library and Historical Society

Goike stated the group did meet at the Library in February. Goike asked the Board if the group can hold the Heritage Home program in the Library on May 19th at 7:00 pm on that same day at 10 am is the road cleanup and the regular meeting is also the same day at 6 pm. The group would also like to hold the silent auction in the Library for two weeks before and through Ray Day.

The Library Board agreed to the building's usage. Goike also addressed the Board about sharing a door-to-door mailer with the group. The Library would have one side and the Friends group on the other side. The Friends group would possibly make a donation to help cover the newsletter costs. Goike also talked about the group purchasing a scanner and the Library talked about a new printer with a scanner, possibly both groups may be able to contribute to the printer/scanner.

Committees

Policies - N/A

Personnel: Jerse stated that he will have the Director's review next month.

Budget - The budget committee did meet. Recommendations will be made later in the meeting.

UNFINISHED BUSINESS

Review Lease Agreement

Goike stated that Goike and Jerse did meet with Supervisor Jarzyna and Trustee Grader on March 8th to discuss the Lease. Jerse stated the meeting was very cordial. The major points did get covered. Jerse stated the lease is clear and concise. Goike stated that insurance did not get included. Goike stated the Township did not want to agree to a 5-year agreement. The Township is concerned about the future cost. Supervisor Jarzyna addressed the grass around the Library, the children's playground, and possibly a new roof. Goike stated that the Township removed the "and sealed" from the contract. The interior and exterior maintenance is described in the contract. Goike stated that the Lease Agreement is signed by Supervisor Jarzyna, notarized by Clerk Lascoe, and witnessed by Tammy Holman. The cost will be \$1,200.00 yearly.

MOTION by Jerse supported by Phipps to approve the Lease Agreement with the Township as presented and dated/signed by the Township on March 16th, effective 4-1-22 for one year at \$1,200.00 and approval for the Chairperson to sign the Lease.

Roll Call Taken

AYES:	Jerse, Phipps, Minert, Stabile, Goike
NAYES:	Conner
ABSENT:	NONE

MOTION: **Carried.**

Annual performance review of Director

Jerse received the reviews from the Library Staff.
Tabled

Budget & Salary Compensation

DeMeulenaere stated that OnPay is mostly set up. The Library received its SUI Rate and is registered with Michigan Unemployment Insurance. DeMeulenaere stated that during the last pay period, the Library paid into Michigan Unemployment Insurance. The Board discussed whether to pay into the unemployment insurance or not. There is an option not to pay in, however, if something did happen and an employee did file, the Library would then have to reimburse the full amount. The Board agreed to being a reimbursing employer instead of a contributing employer. DeMeulenaere will follow up with what needs to be done next.

APPROVAL FOR CHANGE IN UNEMPLOYMENT INSURANCE

MOTION by Conner supported by Jerse to opt-out of paying Michigan Unemployment Insurance tax for payroll purposes.

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

Goike provided the Board with a pay Rate Analysis report. There are 4 boxes on the report, the first box is the current pay, the 2nd box shows recommendations from the Budget Committee, the third box bumps the director up to 28hours and the percentages show the pay raise increase percent. The last box bumped the Director up to 8%. The Budget Committee recommended \$62,000.00 budgeted for salaries in the next fiscal year. The Board discussed which decision to go forward with.

APPROVAL FOR DIRECTOR PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Director Christy DeMeulenaere to \$19.00, effective March 21st, 2022.

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

APPROVAL FOR LIBRARY ASSISTANT PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Library Assistant Mary Barnes to \$15.00, effective March 21st, 2022.

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

APPROVAL FOR LIBRARY CLERK PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Library Clerk Melissa Gaffke to \$11.50, effective March 21st, 2022.

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

APPROVAL FOR LIBRARY CLERK PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Library Clerk Sarah Bart to \$11.00, effective March 21st, 2022.

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

APPROVAL FOR LIBRARY CLERK PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Library Clerk Kathy Reidt to \$11.50, effective March 21st, 2022.

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

APPROVAL FOR LIBRARY CLERK PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Library Clerk Stephanie Marberg to \$11.00, effective March 21st, 2022.

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

APPROVAL FOR LIBRARY CLERK PAY RATE

MOTION by Conner supported by Jerse to increase the pay rate of the Library Clerk Nicole Gordon to \$11.00, effective March 21st, 2022.

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

NEW BUSINESS

2021-2022 Budget

Goike stated that everything that is on the bill's list and payroll week ending 3-2-2022 list is listed on the excel spreadsheet. The only items not on the sheet are items that are on the Huntington Credit Card. The Board reviewed

the budget changes as follows: Increase Social Security by \$200. Increase Professional Services \$100, increase Insurance \$100, increase Administrative Fee's \$100, decrease Operating Expenses by \$900, increase Programs \$200, increase Books by \$100 and increase Audio Video by \$100.00.

APPROVAL 2021-2022 BUDGET AMENDMENTS

MOTION by Conner supported by Jerse to increase Social Security by \$200 to \$4,400. Increase Professional Services to \$100, increase Insurance by \$100 to \$2,600, increase Administrative Fees by \$100 to \$2,100, decrease Operating Expenses by \$900 to \$7,100, increase Programs by \$200 to \$6,200, increase Books by \$100 to \$5,100, and increase Audio Video by \$100 to \$2,500 for the 2021-2022 Budget

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

2022-2023 Budget

The Board reviewed the 2022-2023 Budget.

APPROVAL OF THE 2022-2023 BUDGET

MOTION by Conner supported by Jerse to approve the 2022-2023 Budget as presented.

ITEMS FOR APRIL

State of the Library
Review of the Library By-Laws

PUBLIC COMMENTS/CORRESPONDENCE:

DeMeulenaere stated that she received a Thank you card from Rose for all her help with her phone.

Goike stated that an anonymous letter was sent to some Library Board Members' homes with concerns about the Library Assistant. The letter started off with concerns that Mary Barnes was homeschooling her children at the Library during working hours, The letter stated it was also a health concern for the patron due to the children spending so much time at the Library. The Patron also questioned the capacity of the Library. A post made by the Library Assistant in 2018 for a home school group to use the Library on a Friday was also attached to the letter and the person felt this was a misuse of tax dollars as the anonymous resident could not use the building on closed days.

Barnes stated that at any point that the Board or the Director does not feel that she is completing her work to notify her. Barnes feels she has a strong work ethic and during the 18-20 hours a week she is fully focused on her job. Barnes stated the post was from 2018, however, that activity never happened.

Goike stated that her concern was regarding the underage kids. After reading the Library's policy, children 10 and under should be accompanied by an adult, however, children are allowed in the Library at any time.

DeMeulenaere stated that the Ray Township Public Library is also a part of the Suburban Library Cooperative which includes 24 partnering libraries, which allows patrons from all the libraries to use the Library building and check out our items at all times. Also, the Library is a public building that is open to all of the public.

Phipps stated that if the children in the Library are not causing a problem with Barnes' work performance then it is not a problem. Conner also stated that as long as it is not affecting the work getting done, he does not have a problem with it. Jerse does not have a problem with the children being here, just make sure that the work is getting done and all patrons are taken care of. DeMeulenaere stated that she is open to hearing from all patrons at any time. Masks are still being provided if needed. Goike stated that there are no health restrictions now although the Library staff should make a conscious effort to make sure all patrons feel comfortable within the building.

MOTION by Jerse supported by Phipps to receive and file the comment that was mailed to the Library Board Members.

Goike also stated she will not be able to attend the June or July meetings.

ADJOURNMENT

MOTION by Conner supported by Stabile to adjourn the meeting at 8:26 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson