

Approved Minutes of the
Ray Township Public Library
Board Meeting
March 20th, 2023

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:30 pm at the Ray Township Public Library.

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

ABSENT: Elli Minert, Secretary

ALSO PRESENT: N/A

APPROVAL OF AGENDA

MOTION by Conner supported by Boettcher to approve the agenda as presented

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

PUBLIC MEETING

MOTION by Conner supported by Boettcher to open the public meeting for the 2023/2024 Library Budget at 6:31 pm.

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

MOTION by Conner supported by Boettcher to close the public meeting for the 2023/2024 Library Budget at 6:32 pm.

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

APPROVAL OF THE FEBRUARY 20th, 2023 MINUTES

MOTION by Conner supported by Boettcher to approve the February 20th, 2023 Minutes as presented.

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

TREASURER'S REPORT

Jerse stated that there are 2 copies of the Bills List, DeMeulenaere stated that the copy that was received from the substitute Township Accountant was missing 2 payroll runs and the credit card charges which were highlighted in blue. Goike questioned the Administrative Fee total of \$10.58, DeMeulenaere stated that it was originally posted under the wrong account number. Jerse stated expenses totaled \$2,876.58, payroll totaled \$4,364.34 for a grand total of \$7,240.92.

APPROVAL OF THE MARCH 20th, 2023 BILLS LIST

MOTION by Conner supported by Boettcher to approve the March 20th, 2023 Bills List as amended for a total of \$7,240.92

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

BUDGET TO ACTUAL REPORT

Jerse stated that the Library received property tax revenue. Goike questioned the total under reimbursements, other for \$141.66. The report run rate should be 93%. DeMeulenaere will have a current General Ledger emailed to the Board.

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

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

DIRECTOR'S REPORT

- Trustee Round Table through SLC - more information to come
- SLC mini-grants for Summer Reading Program
- The audit is scheduled for June 1st, received pre-audit paperwork
- On April 28th, Melissa and Christy will be attending a book repair workshop at the Co-op. Cost \$75.00 per person and you get to keep all the supplies.
- Yoto Box, a device that reads books out loud, will be available April 1st. We will be purchasing additional books to go with it to make a Llama Llama backpack set. Also April 1st, we will set up the ipads as kindles
- The Early Childhood Hands-On Library and Resource Center is a physical space within a community specifically designed and carefully crafted for young children to explore and engage in learning through books and STEM materials and manipulatives. To enrich this educational environment further these centers will experience student-led activities and community visitors and speakers. Our Library will have 2 stations in April!
- The Library received the Fire Department's old thermal imaging camera for future programming
- All programs are being well/over attended
- The event calendar Localhop will be going away and we will be moving to Vega Programs. If our Library wants to continue with Local Hop, the yearly subscription is \$648. DeMeulenaere discussed possibly keeping Local Hop and she will contact other libraries about sharing the cost.
- The Library will be receiving 500 pairs of solar glasses.

Friends of the Ray Township Library and Historical Society

Goike stated the Historical Society is now on the Library's website. On April 20th, the Society will be holding a program at the Township center at 7 pm. Ron Novack will be discussing artifacts that have been found at the old Boy Scout Camp. The group's next meeting will be on May 4th at 6 pm. Road clean up will be on May 18th at 10 am. The

grant for Procter Cemetery has been completed. Amazon Smiles no longer exists, however, the Society still participates in Kroger Rewards.

Committees

Policies - Jerse and Boettcher will be reviewing the policy manual.

Personnel: Jerse has received all the employee reviews and will be finalizing the Director review. DeMeulenaere has finished the Library Staff reviews and has started to review them with the staff.

Budget -Did not meet

UNFINISHED BUSINESS

2023-2024 Budget

Goike stated that nothing has changed in the proposed budget from last month.

MOTION by Conner supported by Boettcher approved the 2023-2024 Budget as presented.

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

NEW BUSINESS

Paige Jones' pay rate

DeMeulenaere stated that Paige Jones will be working at the Library over the summer and would like to increase her pay to \$12.00 an hour.

MOTION by Conner supported by Boettcher to pay Paige Jones \$12.00 per hour effective April 2nd, 2023.

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

Firestick Lending Agreement

DeMeulenaere stated that the only change would be to add RTPL is not responsible for data usage or speed of connection under the guidelines. Goike asked if the agreement could be formatted to fit on one side.

MOTION by Conner supported by Boettcher to accept the amended Firestick Lending Agreement.

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

Lease Agreement

Goike stated that the Lease Agreement will be on the Township's Board meeting agenda. The only change to the prior agreement is the year being changed to 2023.

MOTION by Jerse supported by Boettcher to approve the Lease Agreement with the Township of Ray as drafted and allow the Chairperson to sign the Lease as long as no changes besides the year have been made.

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

Fiscal Agency Agreement

Goike stated that the Fiscal Agency Agreement will be on the Township's Board meeting agenda. The only change to the prior agreement is the year being changed to 2023.

MOTION by Jerse supported by Boettcher to approve the Fiscal Agency Agreement with the Township of Ray as drafted and allow the Chairperson to sign the Agreement as long as no changes besides the year have been made.

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

ITEMS FOR APRIL

N/A

PUBLIC COMMENTS/CORRESPONDENCE: N/A

ADJOURNMENT

MOTION by Conner supported by Boettcher to adjourn the meeting at 7:10 pm

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

Respectfully submitted by:

Approved by:

Christy DeMeulenaere, Director

Elli Minert, Secretary

Theresa Goike, Chairperson