

Minutes of the
Ray Township Public Library
Regular Board Meeting
May 18th, 2020
Zoom Meeting ID 792 9769 7387

Ray Township Public Library Board Chairperson Terry Goike called the meeting to order via Zoom at 6:34pm.

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

ABSENT: **N/A**

ALSO PRESENT: **Lynn Vanslambrouck**

APPROVAL OF AGENDA

MOTION by Conner supported by Minert to approve the agenda as amended.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **N/A**
MOTION: **Carried.**

APPROVAL OF THE APRIL 20TH BOARD MEETING MINUTES

MOTION by Conner supported by Minert to approve the April 20th, 2020 Board Meeting minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **N/A**
MOTION: **Carried.**

REPORTS

Bills List-

Phipps stated that the Bills List totaled \$2,629.50. \$533.46 paid to Baker and Taylor, Gregg Goke was paid \$270.00 for material and labor of the sneeze guard, PNC Visa Card \$228.04, auto utilities and payroll wages of \$1,402.69.

APPROVAL OF THE MAY 18th, BILLS LIST

MOTION by Conner supported by Stabile to approve the May 18th, 2020 Bills List for \$2,629.50 as presented.

Roll Call

Conner - YES, Stabile - YES, Jerse - YES, Minert - YES, Phipps - YES, Goike- ABSTAIN

AYES: **CONNER, STABILE, JERSE, MINERT, PHIPPS**
NAYES: **NONE**
ABSTAIN: **GOIKE**
ABSENT: **N/A**
MOTION: **Carried.**

BUDGET TO ACTUAL REPORT

Phipps stated that the revenue for April totaled \$1,517.99 and expenses totaled \$5,206.76.

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

AYES: ALL
NAYES: NONE
ABSENT: N/A
MOTION: Carried.

Director

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere is attending Zoom meetings, cataloging books and keeping operations of the Library up to date.

Friends of the Ray Township Library and Historical Society

Goike stated the Friends group has a meeting tentatively scheduled for next week. The group held the annual road clean up while social distancing.

Committees

Policies - Nothing to report

Personnel - Director review still needs to be given.

Budget - Nothing to report.

UNFINISHED BUSINESS

2020 Millage

Goike stated all documents have been submitted. Goike suggested that information should be gathered for a flyer or online post about the millage.

Covid-19 and the Library

DeMeulenaere notified the Board of information received from Zoom meetings and stated that the Guide to the Workplace Prevention Plan follows all the guidelines that are required for re-opening. She stated the SLC will hold items 72 hours before processing. She stated if patrons show symptoms of COVID 19, staff can ask them to leave.

MOTION by Conner was supported by Minert to allow the Director, Christy DeMeulenaere to make amendments to the Workplace Prevention Plan as needed. Due to changes set forth by governing agencies.

AYES: ALL
NAYES: NONE
ABSENT: N/A
MOTION: Carried.

NEW BUSINESS

EMPLOYEE PAY DURING CLOSURE FOR COVID-19

The Board discussed the options of paying and not paying Library workers.

MOTION by Phipps supported by Minert to pay Christy DeMeulenaere, Lynn Vanslambrouck, Melissa Gaffke, Kathy Reidt and Alyssa Nanowicz average hours worked until the next scheduled Board Meeting or the Library reopens, whichever comes first.

AYES: ALL
NAYES: NONE
ABSENT: N/A

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MOTION: Carried.

LOM CARES ACT

The Board discussed the Library of Michigan Cares Act. All Libraries are eligible to apply for up to \$500 for PPE for the Library and up to \$5,000 for increasing digital inclusion within the Community. The Board stated that DeMeulenaere can determine what is needed for these two grants.

UNEMPLOYMENT CLAIM FROM THE TOWNSHIP

Phipps stated she the Township Accounting Clerk sent Goike and her an email stating that the Township of Ray received a statement form the Unemployment Compensation department regarding unemployment payments to the Library Director who is also the Township’s Recreation Leader. The statement shows that potentially half the unemployment payment may be the Township’s responsibility. The email also states that DeMeulenaere’s pay for 2019 was 80% from the Library and 20% for Recreation.

The Board discussed the situation and agreed that Phipps should respond to the email, including the Township of Ray Board of Directors stating that since the Library has continued to pay the Director’s salary, therefore, the Library was not involved in the Unemployment Claim.

ITEMS FOR JUNE

None suggested

PUBLIC COMMENTS/CORRESPONDENCE:

None

ADJOURNMENT

MOTION by Conner supported by Phipps to adjourn the meeting at 7:34pm

AYES: ALL
NAYES: NONE
ABSENT: N/A
MOTION: Carried.

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Theresa Goike, Chairperson

Elli Minert, Secretary