

Minutes of the
Ray Township Public Library
Regular Board Meeting
May 17th, 2021
Zoom Meeting ID 71049725622

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:36 pm.

PRESENT: **Jim Jerse, Vice-Chairperson** **Theresa Goike, Chairperson**
 Elli Minert, Secretary Via Zoom **Marla Stabile, Member**
 Christy DeMeulenaere, Director **Wayne Conner, Member Via Zoom**

ABSENT: **Heather Phipps, Treasurer**

ALSO PRESENT: **N/A**

DeMeulenaere stated that under **New Business A. Forms need to be added.**

APPROVAL OF AGENDA

MOTION by Jerse supported by Minert to approve the agenda as amended with New Business A. Forms

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

APPROVAL OF THE APRIL 19th, 2021 BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the April 19th, 2021 Board Meeting minutes as presented.

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

REPORTS

DeMeulenaere reviewed the Bills List, stating the last of the PNC Credit Card charges are on the list. The bills list consist of utilities, books, craft items, payroll, and computer technical expenses for a total of \$5,707.72

APPROVAL OF THE MAY 17TH, 2021 BILLS LIST

MOTION by Jerse supported by Minert to approve the May 17th, 2021 Bills List for \$5,707.72 as presented.

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

BUDGET TO ACTUAL REPORT

Goike stated that the library received State Aid for \$1,607.70. Total revenue for the month \$1,608.86. Expenses included wages, social security, computer tech expenses, books, and utilities for a total of \$9,921.33. The library should be under 10% on line items at this time. Computer Technical Expense and books are high due to grants.

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

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

Director

DeMeulenaere stated that there was a budget reallocation for the ALA Libraries Transforming Libraries grant. The funds were used to purchase a Go Pro and accessories, snowball microphone and accessories, and a projector with accessories. Barnes applied for the IEEE Science kits for Public Libraries and received a \$2,000.00 grant for circulating science kits. DeMeulneaere received an Adult Mental Health First Aid Certificate through the Library of Michigan. Laura Kaltz resigned as Library Clerk. Nicole Gordon was hired as a Library Clerk and will be starting in June of 2021. DeMeulenaere stated the Library will be hiring one more individual. Connecting in a Digital World classes begin next Monday. DeMeulenaere completed the first segment of budgeting through the University of Georgia. Summer Reading Program has been planned with a new format this year.

Friends of the Ray Township Library and Historical Society

Goike stated the group has not met and will be meeting on May 20th at 6:00 pm at the Library. The group completed the road clean-up on Indian Trail. The group will also be discussing sponsorship of the 2/1 matching Pilcro Grant and fundraising ideas. DeMeulenaere stated that Goike received an award from the Macomb County Heritage Alliance. Goike was nominated by members of the Washington Township Historical Society.

Committees

Policies - Nothing to report

Personnel: Nothing to report

Budget - Will meet in July

UNFINISHED BUSINESS

Covid-19 and the Library

DeMeulenaere stated that nothing has changed for the Library at this time. Libraries are listed under retail so even if you are fully vaccinated at this time, you need to wear a mask. The Library is also under the MIOSHIA rules which should be updated soon.

New EIN Number & Meeting with the Township

DeMeulenaere stated that she received the lease agreement from the Attorney for review and is still waiting on the Fiscal Agent Agreement. Goiike suggested reviewing the conversation that was had with the Attorney with the Board. DeMeulenaere stated that Anne Seurnyck suggested that in addition to the Fiscal Agent Agreement, a new lease should also be prepared. They go hand in hand. Also, payroll and W2's can be outsourced to a 3rd party. Ms. Seurnyck also suggested that the Library have its own EIN for payroll purposes only. DeMeulenaere stated that she had reached out to the Township with costs on how much the Library will be charged for just paying bills and to set up payroll through the Township. DeMeuleaere will send a follow-up email to the Township Board of Trustees. The Board agreed to table the accounting fees until June.

Annual performance review of Director

Tabled. Jerse to send out draft to Members this week.

Review Bylaws

Goike asked the Board if they had time to review the Bylaws.

AFFIRM BYLAWS

MOTION by Jerse supported by Minert to affirm the Bylaws as presented.

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

NEW BUSINESS

Forms

DeMeulenaere presented the Board with three new lending agreements. One for the Go Pro, projector, and snowball microphone.

FORMS

MOTION by Jerse supported by Minert to approve the lending agreements for the Go Pro, projector, and snowball microphone as presented.

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

ITEMS FOR JUNE

Approve pay rate for new employees.

PUBLIC COMMENTS/CORRESPONDENCE:

Goike stated the suggestion in the suggestion box is to add more shelving across the back wall in front of the chalkboard. No name was on the suggestion sheet.

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 7:10 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson