

Approved Minutes of the  
**Ray Township Public Library**  
Board Meeting  
May 15th, 2023

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

**PRESENT:** Jim Jerse, Treasurer  
Elli Minert, Secretary  
Theresa Goike, Chairperson  
Wayne Conner, Vice-Chairperson  
Christy DeMeulenaere Director

**ABSENT:** Tammy Boettcher, Member  
Marla Stabile, Member

**ALSO PRESENT:** N/A

DeMeulenaere stated that under New Business A. Updated job descriptions should be removed, that was for the previous month.

**APPROVAL OF AGENDA**

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

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Tammy Boettcher, Member  
Marla Stabile, Member  
**MOTION:** Carried.

Goike stated that the date needed to be corrected under the approval of the March 2023 Minutes. The date should read March 20th, not March 10th and February 20th.

**APPROVAL OF THE APRIL 17th, 2023 MINUTES**

**MOTION** by Conner supported by Minert to approve the April 17th, 2023 Minutes as amended.

**AYES:** ALL  
**NAYES:** NONE  
**ABSENT:** Tammy Boettcher, Member  
Marla Stabile, Member  
**MOTION:** Carried.

**TREASURER'S REPORT**

Jerse stated there is a highlighted account that needs to be adjusted. \$18.04 is under 271-248-956.000 Misc. Expenses should go under 271-248-702.000 wages, Everything looks in order. Wages totaled \$5,230.45. Total bills paid for the month equaled \$7,268.80.

**APPROVAL OF THE MAY 15th, 2023 BILLS LIST**

**MOTION by Conner supported by Minert to approve the May 15th, 2023 Bills List as amended for a total of \$7,268.80.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Tammy Boettcher, Member**  
**Marla Stabile, Member**  
**MOTION: Carried.**

**BUDGET TO ACTUAL REPORT**

Jerse stated that \$2,400.00 that is under magazines 271-790-982.001 should be reallocated to Audio Video 271-790-982.002. Jerse said that \$400.00 needs to be allocated to an expense line item in order for the budget to balance. Crystal Silorey, Ray Township interim Accountant placed the extra \$400.00 under misc. expense. Silorey sent Jerse the prior fiscal year's general ledger to review.

**APPROVAL OF THE MAY 15th, 2023 BILLS LIST**

**MOTION by Minert supported by Jerse to move \$400 of unallocated revenue to Program and Field Trips.**

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Tammy Boettcher, Member**  
**Marla Stabile, Member**  
**MOTION: Carried.**

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

**AYES: ALL**  
**NAYES: NONE**  
**ABSENT: Tammy Boettcher, Member**  
**Marla Stabile, Member**  
**MOTION: Carried.**

**DIRECTOR'S REPORT**

- DeMeulenaere stated that Mary Barnes received a \$3,000.00 Dollar General Literacy Foundation grant for SRP.
- DeMeulenaere recapped the widow cleaning by Fish Window Cleaning.
- DeMeulenaere notified the Board that the Township will be advertising for a Part-time Accountant.
- DeMeulenaere stated that the ECHO program has been picked up. A new kitchen has been purchased for the kid's room for them to use during SRP.
- DeMeulenaer stated that the Library held a Mushroom walk with 23 patrons in attendance. Lorenzo plans on returning in the fall to hold another program.
- DeMeulenaere stated that toddler time has been well-attended monthly with having 2 programs a month.
- DeMeulenaere reviewed the monthly statistics report and also provided the board with end of year graphs on circulation stats.
- DeMeulneaere stated that the Suburban Library Cooperative may be planning a library day with the Detroit Tigers. There will be more information to come.
- DeMeulenaere stated that she attended the Advisory Council meeting in person at the Coop.

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

Goike stated the group has a large map from 1910 and the group would like to frame it and also would like to display it at the Library. Goike asked the Board if that would be ok. Minert suggested that an informational plaque goes on the

map with information on the year and who donated the map. The Board all agreed that it would be fine to hang the map up in the Library.

**Committees**

Policies - Jerse and Boettcher did meet and reviewed the first part of the Policy Manual and will also be reviewing the second part of the procedure manual.

Personnel: Jerse is working on the Director review.

Budget -Did not meet, but will try to meet in June

**UNFINISHED BUSINESS**

State of the Library

DeMeulenaere provided the board with a copy of the current State of the Library and will provide the Township with a copy for their next board meeting.

**NEW BUSINESS**

Updated Policies

Jerse and Boettcher reviewed the suggested changes that DeMeulenaere made. The committee made a couple more changes when the policy committee met. The Board reviewed the handout. Tabled. DeMeulenaere will be providing a clean copy at the next Board Meeting.

**MOTION by Jerse to approve part one of the policy manual with the suggested changes.**

Jerse resinds the motion.

**Ray Day**

DeMeulenaere stated that the Library will be holding a book sale, bubble station, make seed balls, and designated story times.

**ITEMS FOR JUNE**

**PUBLIC COMMENTS/CORRESPONDENCE:**

Goike stated there was a blank piece of paper in the suggestion box.

**ADJOURNMENT**

**MOTION by Conner supported by Jerse to adjourn the meeting at 7:16 pm**

<b>AYES:</b>	<b>ALL</b>
<b>NAYES:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Tammy Boettcher, Member</b>
	<b>Marla Stabile, Member</b>
<b>MOTION:</b>	<b>Carried</b>

*Respectfully submitted by:*

Approved by:

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Christy DeMeulenaere, Director

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Elli Minert, Secretary

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Theresa Goike, Chairperson