

Minutes of the
Ray Township Public Library
Regular Board Meeting
November 16th, 2020
Zoom Meeting ID 71049725622

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order via Zoom at 6:35pm.

PRESENT: **Jim Jerse, Vice Chairperson via Zoom** **Theresa Goike, Chairperson via Zoom**
 Christy DeMeulenaere, Director **Marla Stabile, Member**
 Elli Minert, Secretary via Zoom **Heather Phipps via Zoom**

ABSENT: **Wayne Conner, Member via Phone**

ALSO PRESENT: **N/A**

Goike requested that item D. 2020-2021 Budget Amendments be added to the agenda under New Business.

APPROVAL OF AGENDA

MOTION by Jerse supported by Phipps to approve the agenda as amended.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Wayne Conner, Member**
MOTION: **Carried.**

APPROVAL OF THE OCTOBER 19TH BOARD MEETING MINUTES

MOTION by Jerse supported by Phipps to approve the October 19th, 2020 Board Meeting minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Wayne Conner, Member**
MOTION: **Carried.**

Wayne Conner arrived at 6:40pm

REPORTS

Bills List-

Phipps stated the bills were mainly driven by payroll, Audio Books, and programs. DeMeulenaere notified the Board that the PNC Credit Card statement did not make the current month bills list and will be on the following month.

APPROVAL OF THE NOVEMBER 16TH, BILLS LIST

MOTION by Jerse supported by Phipps to approve the November 16th, 2020 Bills List for \$4,918.50 as presented.

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

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BUDGET TO ACTUAL REPORT

Phipps stated there are no issues at this point with the Budget to Actual report, Phipps stated that total expenses for the month was \$7,832.82 and total revenue for the month \$1,687.43. Discussion was had that the \$1,500.00 under Grant should be moved to Dedicated Grants. There was also a question of why there are two lines with Employers Sco. Sec/Medicare. Phipps stated that she would address both of these items with the Township Accountant.

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

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

Director

DeMeulenaere reviewed the monthly report with the board.

DeMeulenaere reviewed the Director's notes with the Board, which included that the Library will be getting a new Website PLOUD through the Library of Michigan and will Cost \$200.00 annually, the new events calendar that is provided from Suburban Library Cooperative has been changed from Evance to Local Hop and will integrate into the new Website, October events were reviewed, feedback from the MLA Conference and information on Scholastic Book Club Flyers. DeMeulenaere shared with the Board that the staff has been working on a new logo for the Library. Discussion was had amongst the Board and DeMeulenaere will follow up on using different fonts.

Friends of the Ray Township Library and Historical Society

Goike stated the group will be sending out membership forms in January and also considering Proctor Cemetery for the group's new project.

Committees

Policies - Nothing to report

Personnel: Nothing to report

Budget - Committee met last week and recommendations will be addressed under New Business D.

UNFINISHED BUSINESS

Covid-19 and the Library

Discussion was had amongst the Board and DeMeulenaere regarding the new 3 week restrictions to Michigan due to COVID-19. At this time, the Library can remain open. DeMeulenaere stated that she would like to keep the Library open as long as possible. New restrictions have been put in place such as no in-person meetings, groups, crafts or programs. Everything will be held via Zoom. At this time, there are no computers open to the public and capacity is limited. If it becomes unsafe, the Library will close. DeMeulenaere also notified the Board that on the Suburban Library Cooperertive's website, it shows the status of all the participating Libraries in the Coop.

NEW BUSINESS

Appoint open Board Member Vacancies

Four of the current Board Members were on the November Ballot and were voted in. Those members which include Theresa Goike, Jim Jerse, Wayne Conner and Marla Stabile will need to contact the Township Clerk, Lori Lascoe to be re sworn in by appointment. Elli Minert and Heather Phipps are interested in being re-appointed however the Board needs to offer the positions to the Public in case others may be interested. DeMeulenaere will post that there

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are currently two open positions and if there is any interest contact DeMeulenaere by December 10th. This will be re-visited at the next Board meeting.

2021 Board Meetings

Tabled until next meeting.

2021 Holiday Closings

DeMeulenaere provided the Board with the suggested closing dates for 2021.

APPROVAL OF THE 2021 CLOSING DATES

MOTION by Jerse supported by Phipps to approve the 2021 Closing dates as presented.

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

2021 Budget Amendments

The Budget Committee met and reviewed the budget for possible changes. Phipps provided a handout to the Board with the following items highlighted. Increase Current Property Taxes from \$66,000.00 to \$106,000.00, increase Salaries, Staff from \$36,000.00 to \$45,000.00, increase Dues, Meetings, Seminars form \$400.00 to \$700.00, increase operating Supplies from \$5,000.00 to \$6,500.00, increase programs and Field Trips from \$3,000.00 to \$4,000.00, increase Printing and Publishing from \$300.00 to \$500.00, increase Books from \$3,000.00 to \$3,500.00 and increase EBooks from \$2,500.00 to \$3,000.00. Discussion was also had regarding the Fund Balance with a recommendation of keeping at least \$1000,000.00 as the minimum balance.

APPROVAL OF BUDGET AMENDMENTS

MOTION by Jerse supported by Phipps to approve the Budget Amendments as presented.

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

ITEMS FOR DECEMBER

Appoint open Board Member vacancies.
2021 Board Member Elections

PUBLIC COMMENTS/CORRESPONDENCE:

None

ADJOURNMENT

MOTION by Jerse supported by Phipps to adjourn the meeting at 7:32pm

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

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Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Theresa Goike, Chairperson

Elli Minert, Secretary