

Approved Minutes of the
Ray Township Public Library
Regular Board Meeting
November 15th, 2021

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

PRESENT: **Jim Jerse, Vice-Chairperson** **Heather Phipps, Treasurer**
 Marla Stabile, Member **Elli Minert, Secretary**
 Theresa Goike, Chairperson

ABSENT: **Wayne Conner, Member**

ALSO PRESENT: **N/A**

Goike stated that Under New Business B. should be 2021-2022 Budget Amendments

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 18th, 2021 BOARD MEETING MINUTES

MOTION by Jerse supported by Phipps to approve the October 18th, 2021 Board Meeting minutes as presented.

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

REPORTS

Phipps reviewed the bills list stating the total is \$10,531.78 driving from payroll, adult craft, videos, utilities, E-Books and the computer technical expense.

APPROVAL OF THE NOVEMBER 10TH, 2021 BILLS LIST

MOTION by Jerse supported by Phipps to approve the November 10th, 2021 Bills List for \$10,531.78 as presented.

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

BUDGET TO ACTUAL REPORT

Phipps stated the Budget Committee did meet and will review recommendations under New Business. Income for the month totaled \$383.11. \$381.25 was donated from proceeds of the Native Plant Sale. Expenses for the month totaled \$4,957.78 driven mostly from payroll.

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

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

Director

DeMeulenaere reviewed the monthly report with the Board, DeMeulenaere also stated the 2022 Labor Law Poster has been ordered. \$381.25 donated to the Library from proceeds from the Native Plant sale. Adult and Kids programming has been very successful. Mary Barnes applied and received a grant from the Four County Foundation for Teen Girl Mental Health support which will be held in March of 2022. The Library is looking for speakers for this grant. Barnes also applied for a Penguin Random House grant for a story walk. The Library has a new 4-H Curriculum that will be available for circulation shortly. 2 new Hot Spots have been ordered from Tech Soup and State Aid is 80% completed. DeMeulenaere also provided the Board with the current Google Analytics Report.

Friends of the Ray Township Library and Historical Society

Goike stated the group will be meeting on Thursday, November 18th at 6:00pm at the Library. The group is looking for new members.

Committees

Policies - Nothing to report, Goike asked if a policy has been worked on for the Cri-Cut. A policy for the Cri-cut needs to be worked on

Personnel: Nothing to report

Budget - Goiked stated the group met on November 10th, and will discuss amendments under New Business.

UNFINISHED BUSINESS

New EIN Number & Meeting with the Township

DeMeulenaere stated that she reached out to Joe Jarzyna for the follow-up to see if the Township Lawyer had spoken with the Library Lawyer. Jarzyna stated that the Township Lawyer has reached out to the Library Lawyer with no returned calls. Jarzyna will be following up with the Lawyer and informing DeMeulenaere of where he stands. DeMeulanere and the Board reviewed the possibility of payroll 3rd parties. The Board agreed that OnPay would be the best option for the Library. Phipps stated that the Payroll should be up and running by the beginning of the next business year.

OnPay Payroll

MOTION by Jerse supported by Phipps for the Director DeMeulenaere to proceed with the set up of OnPay as the new payroll provider. Starting by the end of the business year.

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

Annual performance review of Director - Tabled.

NEW BUSINESS

2022 Proposed Holiday Closing Dates

DeMeulanere provided the Board with the proposed 2022 Holiday Closing Dates. DeMeulenaere stated that 2 additional dates need to be added to the sheet. Thursday the 24th and Saturday the 26th of November.

Approval of the 2022 Holiday Closing Dates

MOTION by Jerse supported by Phipps to approve the 2022 Holiday Closing Dates as amended.

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

2021-2022 Budget Amendments

Phipps stated that the group did meet. The target number should be at 58% for the year. Under revenue, State Aid to the Library, Penal Fines and Interest Income should be reviewed. Under Expenses Dues, Meeting and Seminars, Audit Fees, State Aid to Cooperative, Travel, Wages/Expense and Programs and Field Trips need to be reviewed. Revenue, State Aid to Library increased to \$3,250.00, Penal Fines decreased to \$2,600.00, Interest Income decreased to \$100.00. Expenses, Dues, Meetings and Seminars decrease to \$1,000.00, Audit Fees increase to \$1,300.00, State Aid to Cooperative increase to \$1,625.00, Travel Mileage decreased to \$750.00, Wages/Expenses Maintenance decreased to \$150.00 and Program and Field Trips increase to \$6,000.00. Jerse recommended to decrease Interest Income to \$10.00 and to keep wages/expenses Maintenance as is.

Approval of the 2021-2022 Budget Amendments

MOTION by Jerse supported by Phipps to approve the proposed Budget Amendments as amended with Interest Income at \$10.00 and keeping Wages Expenses Maintenance as originally budgeted.

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

ITEMS FOR DECEMBER

Board Meeting Dates for 2022

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Jerse supported by Conner to adjourn the meeting at 7:17 pm

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

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson