

Minutes of the
Ray Township Public Library
Board Meeting
October 16th, 2023

Ray Township Public Library Board Vice-Chairperson Wayne Conner called the meeting to order at 6:43 p.m. at the Ray Township Public Library.

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

ABSENT WITH NOTICE: **Tammy Boettcher, Member**
 Theresa Goike, Chairperson

ALSO PRESENT: **N/A**

APPROVAL OF AGENDA

MOTION by Jerse supported by Minert to approve the agenda as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Tammy Boettcher, Member**
 Theresa Goike, Chairperson
MOTION: **Carried.**

APPROVAL OF THE SEPTEMBER 18th, 2023 MINUTES

MOTION by Jerse supported by Minert to approve the September 18th Minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Tammy Boettcher, Member**
 Theresa Goike, Chairperson
MOTION: **Carried.**

TREASURER'S REPORT

Jerse stated that the Township Accountant has created a cover sheet for the bills list that includes the bills list printed directly from BS&A, Bank Interest, Bank Fees, and payroll. Utilizing the new bills list leaves little room for human error. Jerse stated the largest expense was to SLC. Demeulanere has been using Centralized Purchasing to order books. DeMeulenaere stated that Onpay and direct payments will not be on the bills list because of the contract that we carry with them. DeMeulenaere will follow up with the Township Account to see if direct bill payments can go on the cover sheet.

APPROVAL OF THE OCTOBER 18th, 2023 BILLS LIST

MOTION by Jerse supported by Minert to approve the OCTOBER 18th, 2023 Bills List as presented for a total of \$11,103.93

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Tammy Boettcher, Member**
 Theresa Goike, Chairperson
MOTION: **Carried.**

BUDGET TO ACTUAL REPORT

DeMeulenaere stated that the Budget to Actual report is not accurate. The amendments from the previous month have not been made but will be made shortly and a new report will come out soon.

RECEIVE AND FILE OF BUDGET TO THE ACTUAL REPORT

MOTION by Jerse supported by Minert to receive and file the Budget to Actual Report

AYES: ALL
NAYES: NONE
ABSENT: Tammy Boettcher, Member
Theresa Goike, Chairperson
MOTION: Carried.

DIRECTOR'S REPORT

DeMeulenaere stated that the Suburban Library Cooperative is offering a group purchase for an Employee Assistance Program which will cost \$7.00 per employee and will last for one year. The Library signed up for this program and it will be starting soon. DeMeulenaere provided the Board with the Suburban Library Cooperative's annual Plan for 2023-2024, the monthly statistics, and information on Overdrive Advantage Accounts.

Friends of the Ray Township Library and Historical Society

DeMeulenaere stated that the Rosie the Riveter was a well attended and upbeat event. The group also has the 2024 Calendars for sale at the Library

Committees

Policies - Did not meet

Personnel: Jerse is working on the Director review.

Budget - Did not meet

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of New Hire David Casto

MOTION By Jerse supported by Minert to approve David Casto as the new Clerk at \$12.00 p/hr

AYES: ALL
NAYES: NONE
ABSENT: Tammy Boettcher, Member
Theresa Goike, Chairperson
MOTION: Carried.

Items for November

None

PUBLIC COMMENTS/CORRESPONDENCE:

DeMeulnaere informed the Board that the library did receive a Request for Reconsideration of Library Material and per the policy, DeMeulnaere reviewed the request and sent correspondence to the patron. DeMeulnaere stated if the patron is not happy with the decision made that the patron can address the Board.

DeMeulnaere stated that Goike and DeMeulanere were able to speak with the Township Accountant regarding reports and miscellaneous items. Crystal the Township accountant stated that she only works 9 hrs a week and mostly evenings and weekends when she does work. Crystal is proposing a new bills list which was used at the current meeting, recommending ACH payments to current vendors, and also managing the money in 2 separate accounts one just having money available for the bills which will eliminate fraud. Crystal also stated that it would make things easier for her by the Library to use the credit card instead of Amazon Pay by Invoice.

ADJOURNMENT

MOTION by Jerse supported by Minert to adjourn the meeting at 7:18 pm

AYES: ALL
NAYES: NONE
ABSENT: Wayne Conner, Vice-Chairperson
MOTION: Carried

Respectfully submitted by:

Approved by:

Christy DeMeulnaere, Director

Elli Minert, Secretary

Theresa Goike, Chairperson