

Minutes of the
Ray Township Public Library
Regular Board Meeting
September 20th, 2021

Ray Township Public Library Board Chairperson Theresa Goike called the meeting to order at 6:43 pm.

PRESENT: **Jim Jerse, Vice-Chairperson** **Wayne Conner, Member**
 Marla Stabile, Member **Christy DeMeulenaere, Director**
 Theresa Goike, Chairperson

ABSENT: **Elli Minert, Secretary** **Heather Phipps, Treasurer**

ALSO PRESENT: **N/A**

APPROVAL OF AGENDA

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

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Elli Minert, Secretary** **Heather Phipps, Treasurer**
MOTION: **Carried.**

APPROVAL OF THE AUGUST 16th, 2021 BOARD MEETING MINUTES

MOTION by Conner supported by Jerse to approve the August 16th, 2021 Board Meeting minutes as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Elli Minert, Secretary** **Heather Phipps, Treasurer**
MOTION: **Carried.**

REPORTS

DeMeulenaere reviewed the bills list with the Board. The bills list consists of 4 payroll periods, credit card purchases which include the summer reading program and adult craft. General administration totaled \$2,805.47, Library department totaled \$1,622.23, due to bills totaled \$2,131.40, Payroll totaled \$4,395.43 with a grand total of \$10,954.53

APPROVAL OF THE AUGUST 16TH, 2021 BILLS LIST

MOTION by Jerse supported by Conner to approve the September 20th, 2021 Bills List for \$10,954.53 as presented.

AYES: **ALL**
NAYES: **NONE**
ABSENT: **Elli Minert, Secretary** **Heather Phipps, Treasurer**
MOTION: **Carried.**

BUDGET TO ACTUAL REPORT

DeMeulenaere reviewed with the Board that two line items are over budget which are State Aid and Audit Fees. A breakdown was also reviewed with the grant revenue received within the expense account numbers which will be discussed at the next budget committee meeting. Under Comcast reimbursement, the total needs to be moved to an

expense for the program. Goike stated that the total revenue this month totaled \$4,571.21 mainly from State Aid and penal fines. Expenses totaled \$8,603.70 which included insurance, programs, and payroll.

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

AYES:	ALL	
NAYES:	NONE	
ABSENT:	Elli Minert, Secretary	Heather Phipps, Treasurer
MOTION:	Carried.	

Director

DeMeulenaere stated that two new clerks have been hired but have not started yet. Stephanie Mulberg and Renell Sellers will be starting in late December. There is still an uncashed check on the bank reconciliation report for Mark Luedke from two summer reading programs ago, DeMeulenaere will reach out one more time to Luedke to cash his check. The Suburban Library Cooperative received a grant from the Michigan Humanities Council for \$10,000.00. \$8,000.00 will be going towards the purchase of early literacy books for our member libraries. Mary Barnes recently applied for a grant from the Four County Foundation for Healthy Girls, Healthy Goals for \$750.00. DeMeulenaere reviewed the monthly report. Mary Barnes also provided the Board with a Summer Reading Program recap.

Friends of the Ray Township Library and Historical Society

Goike stated the calendars are done and looking at possibly having a launch party, additional information will be out shortly. The group has not met recently.

Committees

Policies - Nothing to report

Personnel: Nothing to report

Budget - Nothing to report

UNFINISHED BUSINESS

New EIN Number & Meeting with the Township

DeMeulenaere stated that both the Library and Township Board are trying to coordinate a date for a special meeting to discuss the Lease and the Fiscal Agency Agreement. Tabled for now.

Annual performance review of Director

Tabled.

NEW BUSINESS

Approval to amend the agenda to include approval of pay rate for two newly hired Clerks, Stephanie Mulberg and Renell Sellers.

MOTION by Conner supported by Jerse to amend the agenda under New Business A. Approval of the new clerk pay rates.

AYES:	ALL	
NAYES:	NONE	
ABSENT:	Elli Minert, Secretary	Heather Phipps, Treasurer
MOTION:	Carried.	

MOTION by Jerse supported by Conner to pay the new clerks Stephanie Mulberg and Renell Sellers \$10.00 per/hour effective first day of employment.

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary Heather Phipps, Treasurer
MOTION: Carried.

ITEMS FOR OCTOBER

DeMeulenaere stated that the Ray Township Fire department will be holding the annual pancake breakfast this year. At this time it is unclear if it will be drive-by or in person. If in-person, DeMeulenaere will set up a table to issue cards and hand out information about the Library.

PUBLIC COMMENTS/CORRESPONDENCE:

N/A

ADJOURNMENT

MOTION by Conner supported by Jerse to adjourn the meeting at 7:19 pm

AYES: ALL
NAYES: NONE
ABSENT: Elli Minert, Secretary Heather Phipps, Treasurer
MOTION: Carried.

Respectfully submitted by:

Christy DeMeulenaere, Director

Approved by:

Elli Minert, Secretary

Theresa Goike, Chairperson