

Approved Minutes of the

Ray Township Public Library

Regular Board Meeting

November 11, 2013

Ray Township Public Library Board Chairperson Amanda Osborne called the meeting to order in the Ray Township Public Library, located at 64255 Wolcott Road, Ray Township, Michigan, at 6:34 p.m.

PRESENT: Amanda Osborne, Chairperson Ann Ripley, Vice Chairperson
Suzanne Graham, Director James Jerse, Treasurer
Terry Goike, Secretary

ABSENT: Laura Kaltz, Member, Elli Minert, Member

ALSO PRESENT: Dawn Bettcher, Recording Secretary
Jason Arnott, Jeff Sebring, Armando Salacar, Earth Environments

APPROVAL OF AGENDA

Graham stated to add painting to Old Business, and to add Elf night, New Director and Recycling to New Business.

MOTION by Ripley supported Goike to approve the agenda as modified.

AYES: All

NAYES: None

ABSENT: Kaltz, Minert

MOTION carried.

APPROVAL OF October 14, 2013 MINUTES

MOTION by Jerse supported by Ripley to approve the October 14, 2013 minutes as presented.

AYES: All

NAYES: None

ABSENT: Kaltz, Minert

MOTION carried.

NICHEL & SAPH

Did not show.

REPORTS

a. Treasurer

Jerse stated the Library received an \$89 credit towards the insurance. Graham went over the breakdown of the insurance bill with the board members.

Jerse stated that the Library budget is on track with where it should be to date. Jerse stated there was a charge of \$120 under repairs and maintenance that he was not sure of. Jerse stated that the Library has not been getting the reimbursements from Comcast. Jerse stated he would look into these items.

i. Approval of the Bills

MOTION by Ripley supported by Goike to approve the bills as presented.

AYES: All

NAYES: None

ABSENT: Kaltz, Minert

MOTION carried.

b. SLC BOARD LIAISON

Osborne stated that this was the last meeting she would be attending, because her term was over. Osborne stated that there is a new online magazine subscription service that patrons can check out magazines with their e-readers. Osborne stated that there are 92 different magazines that can be checked out. Osborne stated that the Co-op is paying for this service through centralized purchasing, so it will not cost the Libraries anything.

Osborne stated that the maintenance for the shared system has been renewed and the Co-op is paying for it.

c. Director

Graham gave Board members a copy of the monthly library report. Graham stated that she ordered a new printer and ink cartridges from Sam's, and should be receiving it by the end of the week.

Graham stated that the www.MiLibrarycard.org website is up and running. Graham stated that the only libraries participating so far are Chesterfield, Livonia, Northville, Livonia, and Troy. Graham stated that this is the program replacing Michicard.

Graham stated that the Library was closed on short notice Tuesday, November 5, because of an emergency. Graham stated that there were no complaints from patrons.

d. Committee

i. Policies

Nothing to report.

ii. Personnel

Nothing to report.

iii. Security

Nothing to report.

MEMBER CONCERNS

Goike stated that the Library of Michigan has a quality services audit that can be done by the director. Goike stated that this a service the Library of Michigan offers, but doesn't need to be done.

UNFINISHED BUSINESS

a. Robert C. Reinhardt Library Fund Grant

Jerse stated that the final report will be done by the end of the week.

b. Landscaping

Osborne stated that she hasn't talked to the Township about the landscaping yet.

c. Library Ceiling

Osborne praised Goike on the letter written and presented to the Township by the Historical Society. The board members discussed options for repairing the ceiling. Goike mentioned Township Supervisor Charlie Bohm implied that the Township doesn't want to spend any additional money on the ceiling project. Board members discussed ways to raise additional funding.

Jason Arnott, Jeff Sebring, and Armando Salacar from Earth Environments arrived at 7:08 p.m.

Arnott read the proposal from Earth Environments. Arnott stated that they would level out the ceiling with a laser level. Arnott stated that the cost of installation with crown molding would be \$9,706.

Osborne questioned how long it would take to install. Arnott replied that it would take approximately 6 days.

Arnott stated if his company was to remove the current tiles it would be an additional \$1,200.

Arnott gave the board members a list of all the materials that would be needed. The materials cost approximately \$4,000. If the library could get any of the materials donated it would reduce the cost.

Arnott stated that he could start the project in December, and he can coordinate dates and hours with the library.

Graham asked what would happen to the plywood that is already up. Arnott stated that it would stay up there and be the base they would work off.

Goike asked Arnott if he would present his bid to the Township at their meeting next Tuesday. Arnott replied that he could be there. Graham will request the Library be on the Township agenda.

Goike stated that the Ray Township Historical Society came up with a survey regarding who should be responsible for repairing the ceiling.

Goike stated that the Township budgeted \$8,200 for the ceiling project, and \$6,200 was spent. Goike stated that the RTHS could possibly donate up to an additional \$2,000.

Osborne stated she felt the Township should pay for the repairs. The board members all agreed that they wanted the ceiling fixed.

MOTION by Jerse supported by Ripley that the Ray Township Public Library Board would like to cease work on the current ceiling because of the quality of workmanship, and would like to work with Earth Environments current proposals securing funding from the Ray Township Board, Ray Township Public Library, Ray Township Historical Society, and the community at large. We would like to have this proposal put together by the December 9, 2013 board meeting.

AYES: All

NAYES: None

ABSENT: Kaltz, Minert

MOTION carried.

Osborne asked the board members how they wanted to go about asking for donations. The board members decided what companies each of them could ask for donations.

Ripley - Lumberjack, Jim DiMaria (Ray Township Fire Department)

Goike – John’s Lumber, Home Depot

Osborne – Lowes, Menards

d. Painting

Goike suggested waiting until the ceiling is up to paint the library so the walls don’t get scuffed up. Graham will contact the painter who put in a bid to let him know the painting is postponed until the ceiling is finished.

NEW BUSINESS

a. Elf Night

Graham stated that she called the National Honor Society, and when they get 10 kids to volunteer they will call her back. Graham stated that the crafts have been picked out for the night, and the Library will purchase refreshments.

Kevin Brown came in to look at the ceiling and comment. Brown stated that the ceiling was uneven and not square. Brown stated that a professional could use a laser so the ceiling would be square.

b. New Director

Graham stated that the Ray Township Public Library is a class 1 library, which requires a director with a certification level 4. Graham stated that a level 4 director requirements are a high school diploma or equivalent, 1 year full time library experience, and completion of the beginning library workshop offered by the Library of Michigan. Graham stated that she felt anyone with these qualifications would not be willing to work for the wage the Ray Township Public Library is willing to pay for the director position. Graham stated that she has called the co-op to see if the Library can get their requirements changed. Graham suggested finding someone who is a resident that the Library could train to be the director.

Osborne stated that the personnel committee will meet to discuss further.

c. Recycling

Ripley stated that she received a call from Dolores Fowler stating that the recycling bin was full. Ripley questioned how often the paper was picked up. Graham replied that she would call the recycling company AbiBow and schedule a pick up.

ACTION ITEMS

Osborne reminded the Board Members what items they agreed to follow up on.

Osborne – contact Township about the landscaping.

Jerse – check with Township accountant on the \$120 charge under repairs and maintenance and Comcast reimbursements, and the grant report.

Everyone – investigate funding for the ceiling project.

PUBLIC COMMENT/COMMUNICATION

Ripley stated that there was a suggestion from Vicky in the box stating that the parking lot needs better lighting. The Board members suggested different lighting options.

ADJOURNMENT

MOTION by Ripley supported by Jerse to adjourn the meeting at 8:41 p.m.

AYES: All

NAYES: None

ABSENT: Kaltz, Minert

MOTION carried.

Respectfully submitted by:

Dawn Bettcher, Recording Secretary

Approved by:

Amanda Osborne, Chairperson

Terry Goike, Secretary