

**Forsyth Township Public Library Board Meeting
Tuesday, April 14, 2015
Forsyth Township Public Library Community Room**

Board Members Present: Donna Adams, Kathy Holman, Dwight Sunday, Elizabeth Robbins, Kathy Archibald and Fran Lukkarinen. A quorum was established.

Board Members Absent: None.

Also Present: Forsyth Township Library Director Pam Withrow, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Leslie Makela, Architects John Larson and Mike Lempinen.

1. Call to Order: President Donna Adams called the meeting to order at 3:00 p.m.

2. Approval of Agenda: Motion by Kathy Holman/ second by Dwight Sunday to approve the meeting agenda with the additions of 7d. Dedication Plaque/Donor Wall, 8a. SCI Proposal, 8d. Comp Time Policy and 8e. Exit Procedure- Old Building. Motion passed.

3. Public Participation: None.

4. Approval of Minutes:

*** Motion by Dwight Sunday/ second by Kathy Holman to approve the March 3, 2015 meeting minutes as presented. Motion passed.**

*** Motion by Elizabeth Robbins/ second by Kathy Holman to approve the March 10, 2015 meeting minutes as presented with the amendments for the February 10, 2015 meeting minutes attached. Motion passed.**

***Motion by Elizabeth Robbins/ second by Fran Lukkarinen to approve the March 17, 2015 meeting minutes as presented. Motion passed.**

*** Motion by Dwight Sunday/ second by Elizabeth Robbins to approve the March 31, 2015 meeting minutes as presented. Motion passed.**

5. Library Director Report: Tabled.

6. Financial Report:

a. Financial Update: Donna Adams reviewed updates with the board.

b. Donations Update: Donna reviewed the donations to date with the board. The total as of March 31, 2015 is \$183,310.16.

c. Approval of April Bills: Motion by Fran Lukkarinen/ second by Elizabeth Robbins to approve payment of the April bills in the total amount of \$52,536.82. Motion passed.

7. Unfinished Business:

a. Architect's Report:

* John Larson and Mike Lempinen presented the Signs Now proposal to the board. Consensus among board members to move forward with metal lettering installed on the stone work near the main entrance of the library.

*** Motion by Donna Adams/ second by Kathy Archibald to approve costs for the site work engineering not to exceed a total of \$2,000.00. Motion passed.**

* U.P. Fabricating picked up, modified and delivered the shelving.

b. ZBA Meeting:

* Discussion of meeting format and what can be expected.

* Meeting is scheduled for Wednesday, April 15, 2015 at 7:00 p.m. at the Gwinn Clubhouse in the Lions Room.

c. Results of Discussion with Interior Designer:

* Donna and Pam presented the ideas given by Rita Rossway.

* **Motion by Donna Adams/ second by Fran Lukkarinen to approve the Hunter Douglas mesh window shades not to exceed a total of \$1,500.00. Motion passed.**

d. Dedication Plaque/Donor Wall:

* Donna and Mike presented their design for the mining cart donor wall. Consensus among board members to move forward with the design.

* Discussion of dedication plaques and naming of the community room, study room and reading area.

8. New Business

a. Timeline for New Hire/ SCI Proposal:

* Discussion of possible timeline for hiring a cleaner to work 2 five-hour shifts per week.

* Timeline agreed upon by the board is as follows:

May 1, 2015- Applications due by 5:00 p.m. at the library

May 12, 2015- Pam will bring her top 3 choices to the board meeting

May 26, 2015- Pam will bring her recommendation for hire to the board based on interviews

June 1, 2015- New hire will start

b. Library Building Detail to be Addressed:

* New patron counter will be installed on April 15, 2015 by the Township Maintenance team.

* CPU holders will be installed on the computer tables on April 15, 2015 by Dave Lukkarinen.

c. Open House: Fran and Kathy Archibald will begin planning the open house with the help of one staff member.

d. Comp Time Policy: Tabled.

e. Exit Procedure-Old Building: Kathy Archibald met with Supervisor Minelli and Eric Jancsi to discuss and implement the closing of the old library building and turning over of keys.

9. Public Participation: None.

10. Board Member Comments: Kathy Holman thanked Pam and the staff for their hard work during the move.

11. Adjournment: President Donna Adams adjourned the meeting at 5:35 p.m.

A special board meeting is scheduled for Tuesday, April 21, 2015 at 3:30 p.m. in the library community room.

The next regular board meeting is scheduled for Tuesday, May 12, 2015 at 3:30 p.m. in the library community room.

Respectfully Submitted,

Leslie Makela, Recording Secretary

Elizabeth Robbins, Secretary

Note: To ensure a quorum at the next meeting, please contact Library Director Pam Withrow at 346-3433 if you are unable to attend.