

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, November 13, 2019, 5:30 p.m.
Donna Adams Community Room

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Catrina Suardini, Brian Rice, and Dwight Sunday. A quorum was established.

Also Present: Forsyth Township Public Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams.

1. **Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m.
2. **Approval of Agenda with addition of 8f. Snow day policy: Motion by Dwight Sunday/second by Brian Rice to approve the November 13, 2019, meeting agenda. Motion passed.**
3. **Public Participation:** None
4. **Approval of Minutes: Motion by Fran Lukkarinen/second by Linda Buck to approve the October 2019, meeting minutes as presented. Motion passed.**
5. **Library Director Report:**
 - See written report.
 - The book shelves are complete and look great.
 - Director Makela indicates that the fall maintenance has been done on the building.
6. **Financial Report**
 - Fran Lukkarinen reports that a total of \$2,150 was made from the annual tea held in October, which exceeded the goal of \$2,000, and that guests enjoyed the event.
 - **6c. Approval of November Bills: Motion by Donna Adams/second by Dwight Sunday to approve payment of the November bills in the total amount of \$5,152.24. Motion passed.**
7. **Unfinished Business:**
 - Brian Rice reported that the school is still discussing options on the purchase of the land and that at this point the major discussion is regarding startup costs.
8. **New Business:**
 - Brian Rice is emailing the link to all Board members to do an electronic evaluation of Director Makela. The due date for filling out the evaluation is December 1st so that the results can be discussed at the December meeting.
 - Paula Sirois, from the Township office, explained the new health insurance option that the Township is now going with that will affect the Library Director. After discussion, **Donna Adams made a motion to approve a hard cap of \$6,818.88 for the new health insurance and Linda Buck seconded. Motion passed.**
 - There was discussion on continuing to provide Flexible Spending Account (FSA) monies for new and current employees in 2020. **Donna Adams made motion to return each employee's Flexible Spending Account available balance to \$500.00 for 2020 to include the two new employees, Erin**

Piefer and Breanna Brolin, at a total cost of \$1,235.00, Fran Lukkarinen seconded. Motion passed.

- 9. Public Participation:** Chris Adams indicated that the Commission on Aging is borrowing DVDs from the library on a weekly basis.
- 11. Adjournment:** President Donna Adams adjourned the meeting at 6:05 p.m.

The next Library Board meeting is scheduled for Wednesday, December 11, 2019, at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Catrina Suardini

Linda Buck, Secretary

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