

**FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING**  
**Wednesday, March 9, 2022, 5:30 p.m.**  
**Donna Adams Community Room**

**Board Members Present:** President Donna Adams, Vice President Brian Rice, Trustee Catrina Suardini, Trustee Fran Lukkarinen, Trustee Karen Pascoe, and Secretary Linda Buck. A quorum was established.

**Board Members Absent:** None

**Also Present:** Library Director Leslie Makela.

1. **Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m.
2. **Approval of Agenda: Motion by Karen Pascoe/second by Brian Rice to approve the March 9, 2022, Agenda. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Fran Lukkarinen/second by Linda Buck to approve the February 9, 2022, meeting minutes as presented. Motion passed.**
5. **Library Director Report:** See written report.
6. **Financial Report**
  - Director Makela reported that the roof leaked earlier this week and the roofing company indicated that there were several holes in the roof causing the leak. The holes have been patched, but there is still discussion to be had on the cause and remedy for the leak and warranty information.
  - During the leak one of the lights went out and at this point we are not sure if it is due to the leak or if it just burned out. Director Makela will call Code Electric to check on this.
  - **Motion by Donna Adams/second by Brian Rice to approve monthly bills in the amount of \$4,252.75. Motion passed.**
7. **Unfinished Business:**
  - At this point a design has been agreed to for the circulation desk and we are in the process of obtaining estimates for construction of the desk.
8. **New Business:**
  - **Motion by Donna Adams/seconded by Karen Pascoe to approve Fiscal Year 2022 budget amendments to total \$247,285.98 in revenue and \$190,606.00 in expenses. Motion passed.**

Revenue:	Expenses:
432 4,555.31	727 6,000.00
540 1,081.14	729 3,125.00
567 5,346.02	801 11,550.00
655 9,500.00	956 12,800.00
673 25,090.20	956.1 0.00
675 8,300.00	
699.1 36,043.31	
  - **Motion by Donna Adams/seconded by Fran Lukkarinen to add \$2,000.00 plus tax liability to Leslie Makela's retirement account and \$500.00 plus tax liability to Leslie Willig's retirement account in fiscal year 2023 to be distributed no later than June 1, 2022. Motion passed.**

- **Motion by Karen Pascoe/seconded by Linda Buck to approve the letter of authorization for fiscal year 2023 as modified. Motion passed.**

April 1, 2022,

To: Deputy Treasurer and Deputy Clerk, Forsyth Township Board

Re: Authorization for Library Expenditures

With continued compliance with FY '07 audit findings, Forsyth Township Public Library Board will continue to meet monthly to review and approve Library expenditures for the previous month, commencing January 2009. The following authorizations commencing January 2009 were modified, and approved, March 2022 for FY '23 commencing April 1, 2022, by the Library Board.

The Bookkeeper/Deputy Treasurer is authorized to pay utilities, i.e. water/sewer, electric, natural gas, phone, clerical services, insurance, and Library Credit Card Expenditures.

The Payroll Clerk/ Deputy Clerk is authorized to pay payroll, unemployment tax, retirement benefits, Flexible Spending Account benefits, and Health Insurance premiums.

The Library Director will review and authorize for payment those goods and services approved through Library Board action.

Dues: The Library Director will authorize payment to Superiorland Library Cooperative (50% of our State Aid payment) and Upper Peninsula Region of Library Cooperation.

Legal Services: The Library Director, Forsyth Township Public Library Board President or Vice-President are authorized to approve up to \$500.00 for legal consultations without prior Board approval.

Repairs/Maintenance, Misc. and Office Supplies: The Library Director is approved to authorize payment up to \$500. For any amount greater than \$500, the designated Library Trustee will review and authorize payment.

Subscriptions and Books: Library Director has authorization to approve payment within budget amounts established in fiscal year budget.

Payroll:

Library Clerk I: The Library Director has authorization to approve time sheets for Library Clerk I up to 70 hours per pay period.

Library Clerk II's: The Library director has authorization to approve time sheets for Library Clerk II's up to 125 hours per pay period.

Library Director: The designated Library Trustee will authorize the time sheet for Library Director up to 80 hours per pay period plus any overtime approved by the Library Board. Changes to these hours are subject to prior Library Board approval, when possible, except in the case of an emergency.

The Forsyth Township Public Library Board understands rules governing expenditures will change over time. It is the intent of the Library Board to review authorization practices for expenditures annually.

- **Motion by Brian Rice/seconded by Fran Lukkarinen to approve the Request for Reconsideration of Library Materials form as amended. Motion passed.**

## Forsyth Township Public Library

### Request for Reconsideration of Library Materials

Please check type of material:

Book  Magazine  DVD  Audio Book

Title: \_\_\_\_\_

Author or Artist: \_\_\_\_\_

Request Initiated By: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you represent:

Yourself  An organization: \_\_\_\_\_

1. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/view/listen to the entire work? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. What specifically concerns you about this resource? Provide details i.e., page numbers, etc. (Use additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_

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4. What would you like your library to do about this work? \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to: Library Director

**9. Public Participation:** None

**10. Board Member Comments:** None

**11. Adjournment:** President Donna Adams adjourned the meeting at 6:34 p.m.

The next Library Board meeting is scheduled for April 13, 2022, 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.