

## FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, April 13, 2022, 5:30 p.m.

### Donna Adams Community Room

**Board Members Present:** President Donna Adams, Vice President Brian Rice, Secretary Linda Buck, Trustee Fran Lukkarinen, and Trustee Karen Pascoe.

**Board Members Absent:** Trustee Catrina Suardini.

**Also Present:** Library Director Leslie Makela, and Forsyth Township Trustee Liaison to the Library Connie Heikkila.

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/seconded by Linda Buck to approve the April 13, 2022, meeting agenda as presented. Motion passed.**
3. **Public Participation:** Connie Heikkila provided a Township update. Michelle Borrett has been named the new Director of the Senior Center and will be resigning as Township Clerk.
4. **Approval of Minutes: Motion by Brian Rice/seconded by Fran Lukkarinen to approve the March 9, 2022, meeting minutes as presented. Motion passed.**
5. **Library Director Report:** Please see written report.
  - Director Makela reported that three National Honor Society students from the Gwinn High School will be helping at the Gwinn Seed Library grand opening.
  - Library Clerk II Erin Piefer has obtained her Level 3 Certification through the Library of Michigan.
  - Consensus of the Board to cancel the Zoom monthly subscription after inquiry by Director Makela to necessity of the service.
6. **Financial Report:**
  - Director Makela reported that the annual RIDES service cost will decrease by \$300.00 with the next contract beginning in July.
  - Consensus of the Board to invite Deputy Treasurer Lynn Rodgers to attend the May 11, 2022, meeting to discuss options for protecting library funds.
  - Director Makela will ask Code Electric on their next visit about a new cover for the outlet on the building.
  - **Motion by Donna Adams/seconded by Brian Rice to approve payment of the March 2022 bills in the total amount of \$6,685.08. Motion passed.**
  - Donations to the library in fiscal year 2022 are \$8,707.68 as of March 31, 2022.
7. **Unfinished Business:**
  - The Gwinn Seed Library will open to the public on Wednesday, April 20, 2022, with a grand opening celebration held at the library from 4:00 to 6:00 p.m.
  - Director Makela reported that annual inspection costs for Bell Roofing would be \$250.00 for labor plus materials if any non-warranty work was required. Item tabled until the May 11, 2022, meeting.

**8. New Business:**

- The 2022 Oceans of Possibilities Summer Reading kick-off party will be held on Monday, June 20, 2022.
- Continued costs for architecture services provided by John Larson will only be necessary if extensive revisions to the design of the circulation desk are required.
- **Motion by Donna Adams/seconded by Karen Pascoe to purchase two new computers with mountable towers for the Circulation Desk with the following specifications or the equivalent as recommended by Network Administrator Gordon Tellefsen: Core i5 10505/ 3.2 GHz – vPro – RAM 16 GB- SSD 256GB – NVMe, Class 35-UHD Graphics 630 – GigE- WLAN: 802.11a/b/g/n/ac/ax, Bluetooth 5.1 – Win 10 Pro 64-bit- monitor LED 23 not to exceed a total cost of \$2,000.00. Motion passed.**

**9. Public Participation:** None.

**10. Board Member Comments:**

- Linda Buck commented on how much she loves the energy and enthusiasm of everyone for the library.
- Karen Pascoe agreed, stating that it is a fun group to be a part of.
- Brian Rice asked that we work on setting a date for music in the park this summer.

**11. Adjournment:** President Donna Adams adjourned the meeting at 6:10 p.m.

The next Library Board meeting is scheduled for Wednesday, May 11, 2022, at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Makela, Director

Linda Buck, Secretary

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