

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, May 11, 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, and Trustee Karen Pascoe. A quorum was established.

Board Members Absent: Linda Buck, Secretary.

Also Present: Library Director Leslie Makela, Deputy Treasurer Lynn Rodgers, 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/second by Fran Lukkarinen to approve the May 11, 2022, Agenda, with the addition of 8.d. Where Do We Want to Be? list. Motion passed.**
3. **Public Participation:** Connie Heikkila encouraged anyone who is interested in what the Township Board is doing to read the minutes that are posted on the Township website.
4. **Approval of Minutes: Motion by Brian Rice/second by Karen Pascoe to approve the April 13, 2022, meeting minutes as presented. Motion passed.**
5. **Library Director Report:** See written report.
 - Director Makela provided the Board with foot traffic information to compare pre-pandemic numbers in 2019 versus post-pandemic numbers. Foot traffic is still down nearly 50%.
 - Director Makela shared the Roof Problem Procedure that directs staff on proper procedures for future problems in the event the Director is unavailable.
 - Plans for the Summer Reading Kick-off Party were reviewed with several Board members volunteering to help at the event. The event will be held on Monday, June 20, 2022.
6. **Financial Report**
 - Lynn Rodgers advised the Board on options for protecting library funds. She explained ICS accounts versus CDARS accounts, and the importance of using FDIC insured institutions. She recommended moving \$100,000.00 from the cash account to a protected account. The Board will consider its options.
 - Donna Adams and Bonnie Forgette are working on the flowers outside.
 - Code Electric indicates they are still trying to get a replacement light for the library that was damaged when the roof leaked. They are having problems finding one due to supply chain issues.
 - **Motion by Fran Lukkarinen/second by Brian Rice to approve May bills in the amount of \$3,414.57. Motion passed.**
 - Donations received as of April 30, 2022, total \$2,100.00
7. **Unfinished Business:**
 - Donna Adams indicates that she sent a check to the Lions Club to reserve a booth at Fun Daze for the used book sale on Saturday, June 25, 2022. The sale will be held from 11:00 a.m. to 2:00 p.m.
 - Fran Lukkarinen indicated that she has scheduled Hanna's Tea Times for the Annual Cream Tea on Saturday, October 8, 2022.
 - The Board would like a quote from North Oak that breaks down the cost of the countertop and the casework for the circulation desk so that the two quotes we

have received can be compared. Director Makela will request this breakdown from John Larson.

- The Board would like a more complete estimate from Code Electric regarding the wiring for the new circulation desk. Director Makela will request this estimate from John Larson.
- The roofing company indicates that the cost for an annual roof inspection would be \$250 plus any materials needed. Tabled until the September 14, 2022.
- **Motion by Donna Adams/seconded by Brian Rice to amend the April motion to approve the purchase of two computers not to exceed the total cost of \$2,500.00. Motion passed.**

8. New Business:

- **Motion by Donna Adams/seconded by Karen Pascoe to accept with great regret the resignation of Trustee Catrina Suardini. Motion passed.**
- **Motion by Brian Rice/seconded by Fran Lukkarinen to offer the position of Trustee to Sarah Derwin with a response date of no later than Friday, May 13, 2022, and if she declines to open the position up to letters of interest to be due no later than May 27, 2022. Motion passed.**
- **Motion by Donna Adams/seconded by Karen Pascoe to approve library employee Ashley Smith as recording secretary to begin on June 8, 2022. Motion passed.**
- The Board has chosen to focus on obtaining a touchless water fountain and comfortable chairs/tables by the window as the current projects.

9. Public Participation: None

10. Board Member Comments: Brian Rice mentioned options for music in the park this summer. Catrina Suardini thanked the Board for welcoming her and showing her the ropes.

11. Adjournment: President Donna Adams adjourned the meeting at 6:40 p.m.

The next Library Board meeting is scheduled for June 8, 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 Board meeting, please contact the Library Director at 346-3433 if you are unable to attend.