

## Forsyth Township Public Library Board Meeting

Wednesday June 8, 2022, 5:30 p.m.

Donna Adams Community Room

Board Members Present: President Donna Adams, Vice President Brian Rice, Trustee Sarah Derwin, Trustee Fran Lukkarinen and Secretary Linda Buck.

Also Present: Library Director Leslie Makela, Recording Secretary Ashley Smith.

1. Call to order: President Donna Adams called the meeting to order at 5:30 p.m.
2. Approval of Agenda: **Motion Brian Rice/seconded by Linda Buck. To approve the June 8<sup>th</sup>, 2022, agenda with addition to 8f. Parking Lot. Motion Passed**
3. Public Participation: None
4. Approval of Minutes: **Motioned by Fran Lukkarinen/seconded by Sarah Derwin. To approve May 11<sup>th</sup>, 2022, as presented. Motion Passed.**
5. Library Directors Report: See Written Report.
  - Library Director Leslie Makela provided the board with a finalized review of the Summer Reading Program.
6. Financial Report
  - a. FY 23' April Financials and Book Expenditures:
    - April Financials were unavailable.
    - February 2022 financials were reviewed by President Donna Adams.
    - As of May 31<sup>st</sup> 2022, the cash balance is \$140,998.04, and the ICS Balance is \$61,145.00.
  - b. ICS VS. CDAR FUNDS: **Motion by Brian Rice/seconded by Fran Lukkarinen to approve the movement of library funds between the cash account and ICS account as needed to be monitored by the Forsyth Township Deputy Treasurer and the Library Director to be sure the cash account maintains a balance sufficient to pay library expenses while protecting library funds in an insured institution.**
  - c. Discussion: The Marquette Community fund: The Board was provided with information pertaining to endowments through the Community Foundation of Marquette County. President Donna Adams asked the Board to familiarize themselves with the information for future discussion.
  - d. Building Status and Current Issues:
    - Code Electric has replaced the light.
    - HVAC Summer maintenance has been completed by DPW.
    - Director Makela recommends waiting to have windows washed until after pollen season.
  - e. Approval of June bills. **Motion by Fran Lukkarinen/seconded by Linda Buck to approve payment of June bills in the total amount of \$5,638.88. Motion passed.**

- f. Status of Donations: The library has received \$2,563.02 in donations as of May 31, 2022.

## 7. Unfinished Business

### a. Fundraising Update:

Fun Daze Book sale to be held in the park on Saturday June 25<sup>th</sup>, 2022, from 11 a.m. to 2 p.m.

- Meeting of the Fund-Raising friends will be held at the Gwinn Club House on Monday June 13<sup>th</sup>, 2022, at 10:30 a.m. Director Makela will post on Facebook.

- ### b. Circulation Desk Update:
- Director Makela provided an update on proposals from both North Oak Manufacturing and Great Lakes Fine Cabinetry. Both are willing to honor current costs. It is uncertain whether the proposals will hold until July. Tabled until July 13<sup>th</sup>, 2022, to allow Sarah Derwin to review the project.

## 8. New Business

- ### a. June/July Calendar:
- Calendar provided by Director Makela as well as the Summer Reading Program event calendar.

- ### b. Karen Pascoe's Letter of Resignation. **Motion by Fran Lukkarinen /second Brian Rice with regrets the resignation of Karen Pascoe. Motion Passed.**
- The Board will seek Letters of Interest due no later than Friday, July 8, 2022, at 5:00 p.m. with candidates invited to attend the regular board meeting on Wednesday, July 13, 2022. Director Makela will post notice of vacancy in the library, on Facebook, and the website.

- ### c. Bylaws Discussion: Article IV: Section 4.
- After a review of the current policy on Trustee absences as stated in the Bylaws, no changes were made.

- ### d. Rides Update:
- Director Makela reviewed information from Dillon Geshel, the Director of Superiorland Library Cooperative on possible upcoming changes to RIDES delivery services to Upper Peninsula libraries and how that could affect interlibrary loan services.

- ### e. Tables & Chairs Recommendation from Rita Rossway: **Motion by Fran Lukkarinen/seconded by Linda Buck to approve the purchase of two sets of tables and chairs from Rita Rossway of Interiors by Design for a total amount not to exceed \$2,000.00. Motion passed.**

- ### f. Parking Lot:
- Discussion of French drains in the parking lot. Director Makela will explore options to have them cleaned.

## 9. Public Participation: None

- ## 10. Board Member Comments:
- All are excited for the SRP and Kick-off Party. All have welcomed Sarah Derwin to the board. Sarah Derwin stated that she is excited to serve on the Board.

- ## 11. Adjournment:
- President Donna Adams adjourned the meeting at 6:36 p.m.

The next regular board meeting is scheduled for Wednesday, July 13, 2022, at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Ashley Smith, Recording Secretary

Linda Buck, Secretary

Note: To ensure a quorum for the next meeting, please notify the Library Director at 906-346-3433 or email if unable to attend