

Forsyth Township Public Library Board Special Meeting
Tuesday, April 28, 2015
Forsyth Township Public Library Community Room

Board Members Present: Donna Adams, Fran Lukkarinen, Kathy Archibald, Kathy Holman, Dwight Sunday and Elizabeth Robbins. A quorum was established.

Board Members Absent: None.

Also Present: Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Leslie Makela, Architects John Larson and Mike Lempinen.

1. Call to Order: President Donna Adams called the meeting to order at 3:30 p.m.

2. Public Participation: None.

3. Architect's Update (Signage/Front Renovation/New Door/Lock on Gas Meter):

* Donna updated the board on changes to the paving project

* Donna reported that Closner Construction reduced the cost of paving by \$1,000.00 to \$12,500.00.

* The cost to run the waterline to the street is \$1,500.00.

* The drainage project will cost an additional \$2,500.00.

* Dressler Mechanical will be in to check on the heating system and instruct the staff on the thermostat.

* John Larson reported that the water heater work is incomplete. Dressler will return to complete the job with no additional cost to the library.

* Donna explained that a lock will not be placed on the gas meter in case the fire department needs to shut the supply off.

4. Unfinished Business:

a. ZBA:

* Donna reported that she sent a letter to Henry DeGroot requesting the \$150.00 filing fee for the appeal be reimbursed.

* Donna explained that according to Rebecca Stachewicz at the Assessor's office, a written complaint is not required in order for the Zoning Administrator to issue a citation.

b. Plaque Update:

* Donna presented the nameplates that will be affixed to the Donor Wall.

* Consensus of the board for Kathy Holman and Fran Lukkarinen to have final approval of the plaques before they are ordered.

c. Furnishings Update: Donna reported that the furnishings and window coverings have been ordered in a total amount of \$6,637.44.

d. Open House/Dedication of New Building:

* Fran reported that the committee has chosen a tentative date of Thursday, June 11, 2015 from 5:30 to 7:30 p.m.

* Open House will include a ribbon cutting, blessing and dedication, refreshments and presentation of the colors. Rick Wills and Pat Malashanko are also putting together a booklet on the history of the library to be given out to attendees.

* The next Open House committee meeting is Thursday, May 14, 2015 at 2:00 p.m. in the library.

e. Timeline for New Hire:

* Donna explained that the previous timeline agreed upon by the board wasn't going to work with the move and the timing of Pam's vacation.

* Timeline will commence on June 1, 2015.

5. New Business:

a. Township Gift-Review of Dollars Spent to Date:

* Donna reported that the Township board voted to gift the library with \$10,500.00 to pave the parking lot.

* Donna reviewed the building budget.

* Kathy Archibald will compose a Thank You letter to the Township.

b. Administrative Contract for Director:

* Discussion among board members on offering the Library Director a salaried contract.

* Consensus of the board for Donna to begin composing a rough contract for the board to review and discuss.

6. Public Participation: Chris Adams suggested asking the American Legion and the Forsyth Township Police Department to be a part of the Open House.

7. Board Member Comment: None.

8. Adjournment: President Donna Adams adjourned the meeting at 5:00 p.m.

The next regular library board meeting is scheduled for Tuesday, May 12, 2015 at 3:30 p.m. in the Forsyth Township Public Library Community Room.

Respectfully Submitted,

Leslie Makela, Recording Secretary Elizabeth Robbins, Secretary

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