

## Forsyth Township Public Library Board Meeting

Tuesday, August 11, 2015

### Donna Adams Community Room

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

**Board Members Absent:** Elizabeth Robbins and Kathy Holman.

**Also Present:** Forsyth Township Library Director Pam Withrow, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Leslie Makela and Architect John Larson.

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

**2. Approval of Agenda: Motion by Kathy Archibald/ second by Fran Lukkarinen to approve the meeting agenda. Motion passed.**

**3. Public Participation:** None.

**4. Approval of Minutes:**

**\* Motion by Dwight Sunday/ second by Kathy Archibald to approve the July 14, 2014 meeting minutes as presented. Motion passed.**

**\* Motion by Fran Lukkarinen/ second by Kathy Archibald to approve the July 28, 2015 special meeting minutes as presented. Motion passed.**

**5. Library Director Report:**

\* Please see written report.

\* Pam reported that Library signs will be provided by the State of Michigan free of charge.

\* Pam reported that the State Aide check was received in the amount of \$1,832.12.

**6. Financial Report:**

**a. June Financial Update:** Donna reviewed the June budget report.

**b. Building Costs:**

\* Donna reviewed the building costs to date.

\* Donna explained that there is a shortage of approximately \$40,000.00 in the building budget.

**c. Approval of August Bills: Motion by Donna Adams/ second by Dwight Sunday to pay the August bills in the total amount of \$4,188.91. Motion passed.**

**d. Closner Retainage, per Contract:**

\* John Larson explained that the HVAC issues and crack in the men's bathroom sink are both warranty issues and not retainage issues.

\* John reported that JP Electric will be at the library to complete their work on Tuesday, August 18 or Wednesday, August 19, 2015.

\* **Motion by Donna Adams/ second by Kathy Archibald to approve payment of the retainage invoice to Closner Construction in the total amount of \$33,925.43. Motion passed.**

\* **Motion by Kathy Archibald/ second by Dwight Sunday to rescind the previous motion to pay Closner Construction the retainage invoice amount of \$33,925.43. Motion passed.**

\* **Motion by Donna Adams/ second by Dwight Sunday to approve payment of the retainage invoice to Closner Construction in the amount of \$31,925.43 withholding \$2,000.00 until the electrical work is completed by JP Electric. Motion passed.**

**d. County, Township Millages and Renewal Dates:**

\* Donna reviewed tax reports on Millage rates and dates.

\* Donna will check with the Township office about getting a millage request on the August 2016 primary ballot.

**7. Unfinished Business:**

**a. Review, Discuss Board of Trustees Rights/Responsibilities: Motion by Kathy Archibald/ second by Fran Lukkarinen to approve the By-Laws as amended. Motion passed.**

\* Please see attached amended By-Laws.

**b. Review, Approve Library Director's Contract: Motion by Dwight Sunday/ second by Fran Lukkarinen to approve the Library Director's Administrative Contract as presented. Motion passed.**

**c. Strategy for Achieving Long/Short Range Goals:**

\* Discussion of goals in order of priority.

\* **Long Range Goals**

1. Fiduciary Responsibility

Achieve a full grasp of the library's financial status

Assess the possibility of a new millage

Continue to build strong working relationship with Township

Assess the need for additional staff

2. Technological Package

3. Create a "Friends of the Library" 501c3

## **Short Range Goals**

1. Assess the possibility of a non-resident fee
2. Develop a 5 or 10 year building maintenance schedule with cost projections
3. Develop a volunteer program
4. Develop Library programming

Online book reviews

Monthly programming for adults

Monthly programming for families

Showing movies

Partner with the local schools, Sawyer library

Hold computer classes

Overdrive

Promote culture

Hold workshops on various topics

## **Material Stuff**

Flint Street signage                      Since creating this list, we have gained a TV and a Glider rocker.

Circulation Desk

Window Seats

**d. Update on Personnel Handbook:** Kathy Archibald, Kathy Holman and Pam will meet on Tuesday, August 25, 2015 at 10:30 a.m.

### **8. New Business:**

**a. Web Designer:** Pam presented an estimate from one local web designer. She will present examples at the September 15, 2015 board meeting.

**9. Public Participation:** Chris Adams is pleased that Pam is following up with the Township office and developing positive relationships.

**10. Board Member Comments: Motion by Dwight Sunday/ second by Kathy Archibald to change the regular September meeting to Tuesday, September 15, 2015 at 3:30 p.m. in the Donna Adams Community Room. Motion passed.**

**11. Adjournment:** President Donna Adams adjourned the meeting at 5:10 p.m.

The next regular board meeting is scheduled for Tuesday, September 15, 2015 at 3:30 p.m.

Respectfully Submitted,

Leslie Makela, Recording Secretary      Elizabeth Robbins, Secretary

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

## Bylaws Forsyth Township Public Library

### Article I: **Name**

This organization shall be called "The Forsyth Township Public Library Board of Trustees" existing by virtue of 1877 Public Act 164, Section 10.

### Article II: **Membership**

The Forsyth Township Public Library Board of Trustees shall consist of (six) 6 elected board members, elected by the Forsyth Township electorate every four years.

### Article III: **Officers**

Section 1: The officers shall be a President, Vice-President, and Secretary elected by the Forsyth Township Public Library Board of Trustees at the December meeting.

Section 2: The officers shall be elected for a term of one (1) year. Vacancies of office shall be filled by election at the next regular meeting of the Forsyth Township Public Library Board of Trustees after the vacancy occurs.

Section 3: The officers shall perform duties as follows:  
**President:** The President shall preside at all meetings of the Forsyth Township Public Library Board of Trustees, authorize calls for any special meetings, appoint all committees, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.  
**Vice-President:** The Vice-President, in the event of the absence or disability of the President, or at a vacancy in that office, shall assume and perform the duties and function of the President.

Secretary: The Secretary shall (keep) oversee the keeping of\* a true and accurate record of all meetings of the Forsyth Township Public Library Board of Trustees, and shall perform such other duties as are generally associated with that office.

#### Article IV: **Meetings**

Section 1: Regular meetings shall be held every (other) month\* at the library; with the date and time to be set by the Forsyth Township Public Library Board of Trustees. The February meeting shall be the Annual Meeting.

Section 2: Special meetings may be called by the Secretary, at the direction of the Forsyth Township Public Library Board President, or at the request of three (3) members for the transaction of business as stated in the call for the meeting. Notice of special meetings must be made at least 18 hours in advance of such meetings, as provided for in the Open Meetings Act.

Section 3: A quorum for the transaction of business at any meeting shall consist of a simple majority.

Section 4: Any voting member missing two (2) unexcused, consecutive business meetings shall be deemed as resigning his position. To excuse an absence, a voting member must notify the Forsyth Township Public Library Board President or the Library Director prior to the meeting.

Section 5: The order of business for regular meetings may be, but not limited to, the following items:

- Call to Order
- Approval of minutes
- Report of the Library Director
- Committee Reports
- Communications
- Unfinished business
- New Business
- Public Participation
- Adjournment

Section 6: Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

#### Article V: **Committees**

Section 1: The Forsyth Township Public Library Board President shall appoint committees for specific purposes. The committee shall be discharged upon completion of the purposes for which it was appointed and after the final report is made to the Board.

Section 2: A finance Committee shall be appointed by the Forsyth Township Public Library Board President at the December meeting for the purpose of working with the Library Director in preparing an annual budget and presenting it to the Board.

#### Article VI: **Library Director**

Forsyth Township Public Library Board of Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The

Director shall recommend to the Board the appointment and specify the duties of the other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of library materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall attend all board meetings and serve in an advisory capacity.

Article VII: **Amendments**

These by-laws may be amended at any regular meeting of the Forsyth Township Public Library Board of Trustees with a quorum present, by majority vote of the members present, provided that the amendment was stated in the call for the meeting.

Changes approved by the Forsyth Township Library Board on August 11, 2015.

Approved by the Forsyth Township Library Board of Trustees on February 15, 2005.