

**Forsyth Township Public Library Board Meeting
Tuesday, December 8, 2015
Donna Adams Community Room**

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

Board Members Absent: None.

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

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

2. Approval of Agenda: Motion by Dwight Sunday/ second by Fran Lukkarinen to approve the meeting agenda as presented. Motion passed.

3. Public Participation: None.

4. Approval of Minutes: Motion by Kathy Archibald/ second by Kathy Holman to approve the November 10, 2015 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Pam reported that the Michigan State Librarian will be visiting the library on Wednesday, December 9, 2015 at 9:30 a.m.

* Pam reported that Re-Think has website mockups ready for her to view on Wednesday, December 9, 2015 at 10:30 a.m.

* Discussion on computer class ideas.

* Pam thanked the board on behalf of the staff for the extra time off over the holidays.

6. Financial Report:

a. October Financials: Donna reviewed the report with the board.

b. Building Status and Current Building Issues:

* Kathy Archibald updated the board on the meeting with the HVAC people. A new circuit board was installed.

* Pam will contact Dresseler's about a protective case for the thermostat.

c. Approval of December Bills: Motion by Fran Lukkarinen/ second by Elizabeth Robbins to approve payment of the December bills in the total amount of \$1,259.78. Motion passed.

7. Unfinished Business:

a. Achieving Long/Short Range Goals: Millage Request:

* **Motion by Dwight Sunday/ second by Elizabeth Robbins to run a half mill millage request on the March 8, 2016 ballot. Motion passed by roll-call vote (Adams-yea, Archibald-yea, Holman- yea, Robbins-yea, Sunday-yea, Lukkarinen- yea).**

* Donna, Kathy Archibald and Kathy Holman will form an Election Committee to begin planning the millage request.

b. Fundraising Status: Tabled.

c. Library Director Performance Review:

* Review tools were passed out to each board member and are due back at the next board meeting on Tuesday, January 12, 2016.

* The Review committee will present their final report at the February 9, 2016 board meeting.

8. New Business:

a. Elect Slate of Officers, Calendar Year 2016:

1. President: Donna Adams, nominated.

2. Vice-President: Kathy Archibald, nominated.

3. Secretary: Elizabeth Robbins, nominated.

* **Motion by Dwight Sunday/ second by Fran Lukkarinen to elect the slate of officers for calendar year 2016. Motion passed.**

b. Superiorland Representative: Kathy Holman will serve as the representative for Forsyth Township Public Library.

c. Finance Committee: Donna, Pam and Kathy Archibald will form the Finance Committee to begin planning the budget for Fiscal Year 2017.

d. Determine Meetings, Calendar Year 2016: Library board meetings will continue to be on the second Tuesday of each month at 3:30 p.m. in the Donna Adams Community Room at the library.

9. Public Participation:

* Chris Adams suggested writing a letter asking for an extra year of warranty on the HVAC system to be sure it remains in proper working order.

10. Board Member Comments:

* Elizabeth agreed with Chris Adams. Pam will compose the letter.

* Kathy Archibald, Kathy Holman and Dwight all wished everyone a Merry Christmas.

11. Adjournment: President Donna Adams adjourned the meeting at 4:30 p.m.

The next regular board meeting is scheduled for Tuesday, January 12, 2016 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Makela, Recording Secretary

Elizabeth Robbins, Secretary

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