

Forsyth Township Public Library Board Special Meeting

Tuesday, January 27, 2015

Gwinn Clubhouse

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

Board Members Absent: None.

Also Present: Forsyth Township Library Director Pam Withrow, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Leslie Makela, Architects John Larson and Mike Lempinen, Jeff Goodney and Mark Mitchell.

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:

* John Larson presented the Board with construction change order, Bulletin 1

* **Motion by Donna Adams/ second by Kathy Archibald to accept Construction Change Order #1 to include Bulletins 1 through 3 plus time and materials not to exceed a total amount of \$3740.56. Motion passed.**

* **Motion by Donna Adams/ second by Dwight Sunday that the Board decided, based on cost, to have construction move forward with fiber insulation. Motion passed.**

* **Motion by Dwight Sunday/ second by Elizabeth Robbins that an electrical outlet for a television in the meeting room be placed on the blank wall. Motion passed.**

* Discussion of a memorial plaque to be designed and presented by Donna Adams to represent the levels of giving.

* A special library board meeting is scheduled for Tuesday, February 3, 2015 at 3:30 pm. Donna informed the board members that special meetings will become frequent as construction of the new library continues.

* Mike Lempinen presented the board with the proposed color scheme for the new library. All members agreed to move forward with his plan.

* **Motion by Donna Adams/ second by Fran Lukkarinen that trustee Dwight Sunday has the authorization to work with Walmart, Best Buy and any other retail outlet to procure a television for the meeting room. Motion passed.**

* Board President Donna Adams reported the discussion that took place between her and Township Trustees at the Township meeting on January 22, 2015. This discussion concerned costs incurred by the Township for renovation, moving, and infrastructure

changes brought about by construction of the new library in the location of the Old Assessor's Office. Earlier discussions between the Township Supervisor, Deputy Treasurer, and two Library Trustees had brought agreement that the library would be charged about \$8,000.

Adams reported that while the Township Trustees took no formal vote on the amount and timing of the payment from the Library, the general consensus among Township Trustees was that the library's invoice would be considered paid in full for the costs of the Assessor's move when the Township takes the money from the library at the end of the fiscal year of March 2015.

4. Evaluation Tool for Library Director:

*** Motion by Donna Adams/ second by Kathy Archibald to approve the Library Director Annual Evaluation tool as presented by the Evaluation Committee to be included in the Personnel handbook. Motion passed.**

* Please see attached Director Evaluation Tool.

* Consensus to have each board member complete the evaluation tool to the best of their knowledge. A personnel committee consisting of Fran Lukkarinen and Kathy Holman was appointed to meet privately with Library Director Pam Withrow to review information gathered from each board member. The personnel committee will report back to the library board at the March 10, 2015 regular meeting.

* Evaluations are due by Thursday, February 5, 2015 to the library in a sealed envelope.

5. Public Participation: None.

6. Board Member Comment: None.

7. Adjournment: President Donna Adams adjourned the meeting at 5:30 p.m.

A special library board meeting is scheduled for Tuesday, February 3, 2015 at 3:30 p.m. at the Gwinn Clubhouse.

The next regular board meeting is scheduled for Tuesday, February 10, 2015 at 3:30 p.m. at the Gwinn Clubhouse.

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.

Forsyth Township Public Library

Library Director Annual Evaluation

Date: _____

For each of the criteria listed, use Satisfactory (S) or Unsatisfactory (U) whichever indicates your perception of the director's performance.

Rating

A. Relationship with Board

- _____ Keeps the Board informed on issues, needs and operations of the library effectively & accurately
- _____ Implements Board policies and procedures and Board decisions are implemented on a timely basis
- _____ Recommends to the Board any new policies and changes in current policies and procedures
- _____ Offers professional advice to the Board on items requiring Board action
- _____ Attends all board meetings and serves in an advisory capacity

B. Goals and Objectives

- _____ Provides leadership in developing long and short terms goals
- _____ Keeps the Board updated on implementation of library goals and objectives

C. Director Duties

- _____ Plans and directs a balanced program of library services for all patrons, which includes providing a wide range of materials (books, supplies, etc.) and programming in a variety of formats to support community needs.
- _____ Evaluates the effectiveness of library services and makes changes where needed
- _____ Manages and maintains library administrative paperwork, documents, statistics and grants
- _____ Manages the care and maintenance of library equipment, materials and the building
- _____ Works at the Circulation Desk as scheduled; is able to perform duties and responsibilities of Library Clerk I and II, and performs other director duties as assigned by the Board

D. Business and Finance

- _____ Manages and documents library expenses within the limits set by Library Board budget, adheres to the financial Letter of Authorization, and is prepared to answer budget questions from the board regarding monthly expenditures and offer future projections.
- _____ Ensures that a high standard of accuracy is met in all aspects of library operations
- _____ Orders and monitors library-related items (books, supplies, equipment, etc.) and pays monthly bills after Board approval. Keeps necessary documents.
- _____ Prepares these monthly reports for the Library Board: (1) director report 2) monthly bill report 3) Cumulative summary of book costs and additional reports as requested by the Board
- _____ Manages and documents daily income; each month reviews the budget report from the Township, prepares a detailed explanatory report, and monitors any adjustments; performs other financial duties as assigned by the Board
- _____ Completes an Annual State Aid Report with the Library of Michigan. Prepares an Annual Library Statistical Report for the board and public. Completes USF documentation yearly and a Technology Report (currently every three years)

E. Community and Professional Relationships

- _____ Gains respect and support of the total community on the operation of the library
- _____ Maintains an effective press and media campaign to keep the public aware of library services
- _____ Keeps abreast of local, state and national library issues
- _____ Attends local library meetings and workshops

F. Staff and Personnel Relationships

- _____ Assigns job duties and working hours to staff members, within Board guidelines
- _____ Monitors staff hours worked and signs their time sheets.
- _____ Works professionally and communicates effectively with the staff
- _____ Supervises and evaluates staff members and conducts regular staff meetings

G. Personal Qualities

- _____ Maintains high standards of ethics, honesty, courtesy, and integrity and promotes positive interactions with library patrons and staff members

Trustee Comments:

Trustee Signature _____ Date _____

Director Comments:

Library Director Signature _____ Date _____

