

**Forsyth Township Public Library Board Meeting
Tuesday, July 14, 2015
Donna Adams Community Room**

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

Board Members Absent: Elizabeth Robbins and Dwight Sunday.

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

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 agenda with the additions of 5a. Summer Reading Program Finale, 5b. Date Options for Signage installation, 6d. Floral Invoice, 7b. Administrative contract and 8c. Dresselers/HVAC system. Motion approved.

3. Public Participation: Chris Adams informed the board that the February elections will no longer be an option and urged the board to consider an early renewal of the millage.

4. Approval of Minutes:

* **Motion by Kathy Holman/ second by Fran Lukkarinen to approve the June 9, 2015 meeting minutes as presented. Motion passed.**

* **Motion by Fran Lukkarinen/ second by Kathy Holman to approve the June 23, 2015 special meeting minutes as presented. Motion passed.**

5. Library Director Report:

* Please see written report.

* Pam reported that she is still waiting for J.P. Electric to finish the electrical work for the computer stations. Discussion on how to resolve the situation.

* The children's computer will require internet in order to update the games. Jean Montgomery will set it up.

* Peter White Public Library will aid the new library at Sawyer.

a. Summer Reading Program Party:

* The party will be at the Gwinn Clubhouse on Monday, August 3, 2015 at 2:30-3:30 p.m.

* The party will include an ice cream sundae bar, Bingo and stories.

b. Date Options for Signage:

* Mike Lempinen and John Larson will set up the date and time for sign installation on the front of the building with Signs Now.

6. Financial Report:

a. May Financial Update:

* Donna reviewed the year-to-date budget.

* Donna proposed a 5% cut in several areas of the budget to cover the \$40,000.00 deficit.

b. Building Costs:

* Donna reviewed the building costs to date.

c. Approval of July Bills:

* **Motion by Kathy Archibald/ second by Kathy Holman to approve payment of the July bills in the total amount of \$17,586.18. Motion passed.**

d. Floral Invoice:

* The board members paid the invoice.

7. Unfinished Business:

a. Brain Storming Activity- Board of Trustees Rights/Responsibilities:

* Discussion of ideas.

* Tabled until the Special Meeting on Tuesday, July 28, 2015.

b. Administrative Contract:

* Pam explained her thoughts.

* Tabled until the Special Meeting on Tuesday, July 28, 2015.

8. New Business:

a. Brain Storming Activity- Long/Short Range Goals:

* Discussion of ideas.

* Tabled until the Special Meeting on Tuesday, July 28, 2015.

b. Fiber Optic Internet Upgrade:

* Pam provided the board with the information she gathered and explained the details.

c. Dressler's/HVAC System:

* Pam expressed her concern over the system.

* Dressler's will be at the library on Wednesday, July 15, 2015.

9. Public Participation:

* Chris Adams commented further on the millage and the budget.

10. Board Member Comments: None.

11. Adjournment: President Donna Adams adjourned the meeting at 5:35 p.m.

A special library board meeting has been scheduled for Tuesday, July 28, 2015 at 3:30 p.m. in the Donna Adams Community Room.

The next regular board meeting is scheduled for Tuesday, August 11, 2015 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 at the next meeting, please contact Library Director Pam Withrow at 346-3433 if you are unable to attend.