

**Forsyth Township Public Library Board Special Meeting
Tuesday, July 28, 2015
Donna Adams Community Room**

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

Board Members Absent: Elizabeth Robbins.

Also Present: Forsyth Township Library Director Pam Withrow and Recording Secretary Leslie Makela.

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

2. Public Participation: None.

3. Unfinished Business:

a. Miscellaneous Building Issues (Retainage Invoice):

* Donna updated the board on the parking lot signage and gravel for Slate Alley.

* The \$33,925.43 retainage invoice will not be paid until the board can review the contract.

* Pam reported that there is a crack in the men's bathroom sink. John Larson will be contacted.

b. Review/Modify By-Laws: Board reviewed and discussed revisions to the By-Laws.

c. Review/Modify Director's Contract:

* Board reviewed and discussed the proposed Administrative Contract for Pam and the Personnel Handbook.

* A committee consisting of Kathy Archibald, Kathy Holman and Pam will meet to review and revise the Personnel Handbook and report back to the board.

d. Brainstorming Activity- Short/Long Range Goals: Board discussed and prioritized each board member's short and long range visions for the future of the library.

4. Public Participation: None.

5. Board Member Comment:

* Kathy Holman commented on the financials provided by the Township office each month.

* Fran explained the tea party fundraiser for the library being planned for October 10, 2015 at the Gwinn Clubhouse. She requested donations of old bridal gowns and tea pots.

6. Adjournment: President Donna Adams adjourned the meeting at 5:55 p.m.

The next regular library 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 for the next meeting, please contact Library Director Pam Withrow at 346-3433 if you are unable to attend.