

**Forsyth Township Public Library Board Meeting
Tuesday, June 9, 2015
Forsyth Township Public Library Community Room**

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

Board Members Absent: None.

Also Present: Forsyth Township Public Library Director Pam Withrow, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Leslie Makela, Architects John Larson and 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 Elizabeth Robbins to approve the agenda with the additions of 5a. Parking Lot, 5b. Signage, 5c. Gate, 9c. Long Term Planning. Motion approved.

3. Public Participation:

* Chris Adams said that the VFW pasty crew loves the library.

4. Approval of Minutes: Motion by Dwight Sunday/ second by Fran Lukkarinen to approve the May 12, 2015 meeting minutes as presented. Motion passed.

5. Architect's Update:

* John Larson provided the board with the final invoice from Closner Construction in the amount of \$96,007.51 with retainage in the amount of \$33,000.00 for outstanding work.

*** Motion by Donna Adams/ second by Dwight Sunday to approve payment to Closner Construction in the amount of \$96,007.51. Motion approved.**

* Mike Lempinen reported that the Donor Wall plaque is being fabricated and will be installed on June 16, 2015.

a. Parking Lot:

* Donna and John updated the board on the issues with the paving of the parking lot.

* Discussion of parking lot signage for vehicles entering and exiting the parking lot.

b. Signage:

* Mike Lempinen reported that the plans have been sent out by Signs Now for the letters to be created.

c. Gate:

* A locked gate cannot be used in the space between the library and the laundromat as the gas meter must be accessible to the fire department.

* Discussion on keeping the area secure.

6. Library Director Report:

* Please see written report.

* Pam reported that the library now has a new domain name- www.forsyhtwplibrary.org at a cost of \$44.51 every three years.

* Pam explained the problems involving the Wells Fargo Credit Card and discussed options with the board.

* Midwest Security will be out on Wednesday, June 10, 2015 to fix the problems with the alarm system.

* Meetings in the library conference room must be done by closing of the business day with the exception of library board meetings.

7. Financial Report:

a. Financial Update:

* Donna reviewed the year-to-date budget.

b. Approval of June Bills: Motion by Donna Adams/ second by Kathy Archibald to approve payment of the June bills in the total amount of \$11,137.31. Motion approved.

8. Unfinished Business:

a. Administrative Contract for Director:

* Pam explained that she has not had enough time to research the pros and cons and asked for more time.

* Tabled until the July 14, 2015 board meeting.

b. Open House Update:

* Fran Lukkarinen updated the board on the open house plans.

c. Summer Reading Program Volunteers:

* A schedule for board members and other volunteers to help with the Summer Reading Program kick-off on Monday, June 15, 2015 will be created.

d. Custodian Candidates:

* Pam recommends Margarete Salinger for the custodian position.

* **Motion by Dwight Sunday/ second by Donna Adams to hire Margarete Salinger for 10 hours per week beginning Monday, June 15, 2015. Motion passed.**

9. New Business:

a. Donation Criteria for Plaques/Ending Date for Ore Car Donations:

* A donation of \$35.00 or more is required to have a nameplate on the Memorial plaque.

* A donation of \$100.00 or more is required to be on the donor plaque.

* The cut-off date to be on the Ore Car Donor Wall is July 1, 2015.

b. Bathroom Themes: Tabled.

c. Long Term Planning: Tabled until the special meeting on Tuesday, June 23, 2015 at 3:30 p.m.

10. Public Participation:

*Chris Adams commented on long term planning.

11. Board Member Comments: None.

12. Adjournment: President Donna Adams adjourned the meeting at 5:15 p.m.

A special library board meeting is scheduled for Tuesday, June 23, 2015 at 3:30 p.m. in the library community room.

The next regular library board meeting is scheduled for Tuesday, July 14, 2015 at 3:30 p.m. in the library 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.