

Forsyth Township Public Library Board Meeting

Tuesday, March 10, 2015

Gwinn Clubhouse

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

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 Kathy Holman to approve the Agenda with the additions of 8a. 1 Computer Chairs, Plastic floor mats & Online catalog stand, 8d Hiring a Lawyer, 8e CEO of the Library, 8f Dedication Plaque and 8g Book Drop modification. Motion passed.**

3. Public Participation: None.

4. Approval of Minutes:

* **Motion by Donna Adams/ second by Kathy Archibald to approve the February 10, 2015 minutes with amendments to 6c Donations to Date, 6e Vacation, 7e Inclement Weather policy and Tablet Agreement. Motion passed.**

Please see attached amended February 10, 2015 minutes.

* **Motion by Fran Lukkarinen/ second by Kathy Holman to approve the February 17, 2015 minutes as presented. Motion passed.**

5. Library Director Report:

* Please see written report.

6. Financial Report:

a. Financial Update: Donna reviewed the current fund balances.

b. Approval of March Bills:

* **Motion by Donna Adams/ second by Elizabeth Robbins to approve the payment of the March 2015 bills in the amount of \$3,034.24. Motion passed.**

7. Unfinished Business:

a. Architect's Update:

*** Motion by Donna Adams/ second by Kathy Holman to approve payment of the invoice from Closner Construction in the total amount of \$111,556.50. Motion passed.**

*** Motion by Donna Adams/ second by Kathy Archibald to approve payment to Closner Construction for the removal of steel lintel and block and for the cost of Styrofoam insulation in the total amount of \$692.65. Motion passed.**

b. Panic Rim Bar:

* John Larson presented an Exit Stopper Alarm as an option to the board for the emergency exit door in the new library. The cost is approximately \$110.00. The board will revisit this issue at the special meeting on March 17, 2015.

c. Fundraising Committee Report: None.

d. Rescind Vote for Interior Designer:

*** Motion by Dwight Sunday to table the issue until the March 17, 2015 special meeting. No second for the motion. Motion died.**

*** Motion by Kathy Archibald/ second by Fran Lukkarinen to reconsider the vote that was taken at the March 3, 2015 meeting to allocate \$10,000.00 for an Interior Designer and furnishings. Motion passed.**

* Further discussion tabled until the special meeting on March 17, 2015.

e. Community Room/Study Room Policy: Tabled.

f. Drinks in the Library: Tabled.

g. Mini-Movers: Tabled until March 17, 2015 to give Pam time to talk with Rob from Mini-Movers about scheduling.

h. Director's Evaluation: Tabled.

8. New Business:

a. Computer Tables Made by Gwinn Furniture:

***Motion by Donna Adams/ second by Fran Lukkarinen to approve funds not to exceed a total of \$3500.00 to Gwinn Furniture to build custom computer tables.CPU racks purchased by the Library Board will be installed by Gwinn Furniture. Motion passed.**

* Donna, Fran and Pam will meet to discuss the Computer Table Design and are tasked with making the decision.

1. Computer Chairs, Plastic Floor Mats and Online Catalog Stand:

*** Motion by Donna Adams/ second by Fran Lukkarinen to approve a total of \$2000.00 for the purchase of new computer chairs and plastic floor mats. Motion passed.**

b. Furniture Layout/Needs: Tabled.

c. Naming Community Room/Study Room: Tabled.

d. Hiring a Lawyer: The board members discussed whether it was necessary to obtain a lawyer for the appeal process involving the letter from the Zoning Administrator that was received on February 25, 2015.

e. CEO of the Library: Tabled.

f. Dedication Plaque: Tabled.

g. Book Drop Modification: Tabled.

9. Public Participation: Chris Adams addressed the appeal process.

10. Board Member Comment:

* Pam reassured members that she would carry out the direction of the board on the issue of an interior decorator.

* Kathy Archibald expressed the reasons for needing a CEO of the Library.

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

A special board meeting is scheduled for Tuesday, March 17, 2015 at 3:30 p.m. at the Gwinn Clubhouse.

The next regular board meeting is scheduled for Tuesday, April 14, 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 Board Meeting
Tuesday, February 10, 2015, as amended per March 10, 2015
Gwinn Clubhouse

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

Board Members Absent: Elizabeth Robbins.

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

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 Kathy Holman to approve the agenda with the addition of 7c Plaques. Motion passed.

3. Public Participation: Chris Adams asked the board to consider naming one of the rooms at the new library after Donna Adams.

4. Approval of Minutes:

*** Motion by Kathy Holman/ second by Kathy Archibald to approve the January 13, 2015 meeting minutes as presented. Motion passed.**

*** Motion by Kathy Archibald/ second by Dwight Sunday to approve the January 27, 2015 special meeting minutes as presented. Motion passed.**

***Motion by Fran Lukkarinen/ second by Kathy Holman to approve the February 3, 2015 special meeting minutes as presented. Motion passed.**

5. Library Director Report:

* Please see written report.

* Pam explained that after examining the McNaughton book system, it is in the best interest of the library to discontinue the program in the new fiscal year.

* Pat Malashanko and Bonnie Forgette will represent the library at the Second Annual Love Your Heart Wellness Fair & Chili Cook-Off at the Gwinn High School on Sunday, February 22, 2015 from 1:00 p.m. to 4:00 p.m.

* Pam reported that the bookshelf nameplates have been ordered.

*A new patron counter has been ordered to be installed in the new library. The cost was \$110.00.

* Pam shared the bookmarks designed by Carol Haggard, a patron of the library that will be used in some way by the fundraising committee.

6. Financial Report:

a. Financial Update: Donna reviewed the designated fund balance, which stands at \$665,543.61.

b. FY '15 Budget Modifications: Motion by Kathy Holman/ second by Dwight Sunday to approve line item modifications to the Fiscal Year 2015 budget as follows:

Salaries & Wages \$76, 890.00 Office Supplies \$5,500.00

Payroll Taxes \$5,870.00 Professional Fees \$3,800.00

Unemployment Tax \$1,330.00 Operation Expenses \$9,100.00

Books \$14,340.00

Motion passed.

c. Donations to Date: Board members reviewed donations **the library has received** to date. The total is \$177,223.87 **ending January 31, 2015.**

d. Approval of February Bills: Motion by Dwight Sunday/ second by Kathy Holman to approve payment of the February bills in the amount of \$6,512.23. Motion passed.

e. FY '16 Budget:

* Motion by Donna Adams/ second by Dwight Sunday to approve a \$1.00/ per hour pay increase for each employee:

Pam Withrow \$16.41 Leslie Willig \$10.21

Pat Malashanko \$13.26 Leslie Makela \$9.70

Bonnie Forgette \$10.21

Motion passed.

* Motion by Donna Adams/ second by Fran Lukkarinen to approve the hiring of a new employee as of June 1, 2015 to perform cleaning duties ten hours per week at \$9.40/ per hour. Motion passed.

* Motion by Fran Lukkarinen/ second by Kathy Archibald to approve the modification of Section 6.3 Vacation in the personnel handbook as follows:

6.3 Vacation

Effective April 1, 2015, each part-time employee will receive one week paid vacation annually after 1 year of employment. Additionally each part-time employee will begin earning one paid vacation day for every 400 hours worked. **Vacation time will be evaluated at the beginning of each fiscal year beginning April 1, 2015. When a new fiscal year begins with an employee having more than 10 days of vacation accrued, the vacation days over 10 must be used with the new fiscal year. Only 10 days will be carried over annually.**

Motion passed.

* Motion by Kathy Holman/ second by Kathy Archibald to approve longevity pay in the amount of \$50.00 to Leslie Willig payable on April 1, 2015. Motion passed.

* Motion by Donna Adams/ second by Kathy Archibald to approve 20 additional hours until the end of Fiscal Year 2015 to be used at Pam's discretion. Motion passed.

7. Unfinished Business:

a. Architect's Report:

* Donna will acquire pricing information from both Champion Glass and Wolverine for the emergency exit in the new library.

* Motion by Dwight Sunday/ second by Donna Adams to approve payment of invoice to Closner Construction in the amount of \$205,849.65. Motion passed.

b. Fundraising Committee Report:

* Fran reported that all of the quilt raffle tickets had been sold.

* The committee received a \$250.00 Thrivent Financial grant to help offset costs of the spaghetti dinner.

* Reinhart Foods donated a case of spaghetti sauce.

c. Plaques: Donna presented her levels of giving plaque idea.

d. GoFundMe.com: Board decided against pursuing this fundraising idea further.

e. Policies:

* **Closing the Library- Inclement Weather: Motion by Dwight Sunday/ second by Kathy Archibald to approve the modification to 3.10 Inclement Weather/Emergency Closing in the personnel handbook as follows:**

3.10 INCLEMENT WEATHER/EMERGENCY CLOSING

At times, emergencies such as severe weather, fires or power failures can disrupt library operations. Under certain conditions, closing of the library might be considered. This decision will be made by the library director and President of the FTPL Board of Trustees. **Should Gwinn Public Schools close/delay school due to hazardous driving conditions, the library will be considered closed/delayed.**

Motion passed.

* **Circulation Policy: Motion by Dwight Sunday/ second by Donna Adams to approve the modification of the circulation policy effective with the opening of the new library as follows:**

Forsyth Township Public Library

Circulation Policy

A. Registration

All borrowers must be registered and must have a valid patron card to borrow library materials. Patrons must fill out an application form to register for a library card. Our service area includes the residents of Forsyth Township.

Applicants under 18 years of age must have a parent or guardian give their consent on the registration card before a new card can be issued. Parents are responsible for the items that their children check out.

B. Lost Cards

All patrons are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

If a card is lost, there will be a nominal replacement fee.

C. Loan Periods

1. For books and audiobooks on CD, there is a three-week loan period.
2. The loan period for DVDs and non-current periodicals is one week.
3. Reference books do not circulate. Upon request, some reference materials may be checked out overnight.
4. Loans on new materials are not renewable; however, all others may be renewed provided they have not been requested by another patron.
5. Interlibrary loans are due the date indicated.
6. Current issues of periodicals do not circulate.

The library director may establish the loan period for special collections and materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

If a class or group of people is using materials in one particular subject area, the library staff may suggest a limit on how many items are checked out by one individual.

There is no limit on the number of items a patron can borrow at one time, with these exceptions:

1. Two items when a patron first registers and receives a library card, so as to establish good standing*.
2. If a patron or a minor in the family has overdue books, or an overdue bill.
3. If a patron or a minor in the family has been consistently delinquent in returning materials, he/she will have limited checkout privileges until good standing* is regained.

Interlibrary loan is a service for library patrons in good standing*. Patrons are responsible for all lost or damaged materials and are required to pay all fines and fees assessed by the lending library.

D. Reserves

Reserves may be placed by patrons either in person, over the phone, or on the Internet. Patrons will be notified by telephone or postcard and email when the materials are available. There is no charge for placing a reserve. Materials must be picked up in five business days, or they will be returned to the lending library.

E. Fines and Charges

On the 15th day past the due date, overdue fines accrue at a rate of .25 per item per day. An overdue notification is mailed 7 days past the due date. A bill for the unreturned items is mailed 30 days past the due date for the cost of replacement plus a processing fee for each item. If the items are returned undamaged, the amount owed is reduced to the overdue portion (number of days late x .25).

Patrons who have been sent an overdue notice for their own materials or for a minor's materials are denied library privileges until materials are returned or paid for. In the case of a minor, library privileges will be denied both the minor and his/her parents until fees are paid. Non-payment of fees is considered a misdemeanor.

Patrons who have fees of \$5.00 or more will be denied library privileges. Parents of a minor who owes \$5.00 or more will also be denied library privileges.

F. Damaged Materials

If a patron returns materials that are deemed damaged by library staff, the patron must pay for their replacement or repair, as necessary.

G. Confidentiality

The Forsyth Township Public Library adheres to the American Library Association Code of Ethics regarding the protection of the confidentiality of its users.

Motion passed.

e. Tablet Loan Agreement: Motion by Fran Lukkarinen/ second by Donna Adams to approve the Tablet Loan Agreement as follows effective February 10, 2015:

TABLET LOAN AGREEMENT

Patrons age 18 and over with photo ID and a library account in good standing may check out a tablet for use in the library.

I understand that by borrowing a tablet from the Forsyth Township Public Library that I am responsible for the tablet and any accessories. I will reimburse the Library for any damages if the tablet or any software installed thereon is damaged, lost or stolen while checked out to me.

I understand that borrowed tablets are for use in the library only and cannot be removed from the building.

I agree that I will not alter any settings or configurations on the tablet.

I understand that the loan period for borrowing a tablet is **one hour**. I also understand that tablets must be returned to library staff at least 30 minutes prior to library closing, even if this does not allow me to use the entire loan period.

I understand that when the loan period has elapsed I must return the tablet to a staff member at the front desk. Until the tablet has been placed in the hands of a library staff member and checked in, it is my responsibility.

I agree to provide a picture ID to be held by library staff until the tablet has been returned to a library staff member and checked in. At that time my picture ID will be returned.

By signing this document, I verify I have read and agree to the terms of the Tablet Loan Agreement of the Forsyth Township Public Library.

Signature _____ Date _____

Printed Name _____

Library Card # _____

Motion passed.

* **Community Room/Study Room:** Tabled.

***Drinks in the Library:** Tabled.

f. Director's Evaluation: A meeting between Fran Lukkarinen and Kathy Holman is scheduled for Wednesday, February 18, 2015.

8. New Business:

a. Conference Room Table: Motion by Kathy Archibald/ second by Fran Lukkarinen to approve Bob Masuga from Champion Glass & Countertops to refit and refurbish the conference table for a total of \$250.00. Motion passed.

b. Naming Community Room and Study Room: Tabled.

9. Public Participation: Chris Adams made several suggestions on how to honor the various donors.

10. Board Member Comments:

* Kathy Holman thanked Donna for the breakdown of the budget for the new building that she provided.

* Dwight updated the board on acquiring a television for the meeting room. He reported that it is not likely the library would receive a television from Wal-Mart, but he is still trying to acquire gift cards.

11. Adjournment: President Donna Adams adjourned the meeting at 5:45 p.m.

A special Library Board meeting is scheduled for Tuesday, February 24, 2015 at 3:30 p.m. at the Gwinn Clubhouse.

The next regular Library Board meeting is scheduled for Tuesday, March 10, 2015 at 3:30 p.m.

Respectfully Submitted,

Leslie Makela, Recording Secretary Elizabeth Robbins, Secretary

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