

**Forsyth Township Public Library Special Board Meeting  
Tuesday, March 17, 2015  
Gwinn Clubhouse**

**Board Members Present:** Donna Adams, Kathy Holman, Elizabeth Robbins, Fran Lukkarinen, Kathy Archibald 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, Architect John Larson and Rick Wills.

**1. Call to Order:** Vice President Kathy Archibald called the meeting to order at 3:30 p.m.

**2. Public Participation:** None.

**3. Architect's Update:**

\* Discussion of future signage and placement.

\* Discussion of circulation desk lighting.

\* **Motion by Dwight Sunday/ second by Fran Lukkarinen to approve \$25.00 to install the panic alarm and the additional monthly cost of \$15.50 to Midwest Security for monitoring and making alarm notification calls. Motion passed.**

\***Motion by Fran Lukkarinen/ second by Dwight Sunday to approve up to, but not to exceed \$250.00 for additional laminate for the conference table if needed. Motion passed.**

**a. Panic Rim Bar:**

\* **Motion by Donna Adams/ second by Kathy Archibald to approve the purchase of the Adams Rite 8801A-36B Exit Only Alarmed panic bar in the amount of \$551.00 plus the cost of installation by Closner Construction not to exceed \$200.00. Motion passed.**

**b. Update Fascia and Soffit of Original Assessor's Office:**

\* John Larson provided the board with a copy of the Bulletin/Proposal Request #5 for new trim, siding, soffit and roof edge. Awaiting Jeff Goodney's return for pricing.

**c. Sidewalk/Asphalt:**

\* John provided the board with a copy of Bulletin/Proposal Request #6 regarding the installation of a concrete walk and asphalt.

**4. Unfinished Business:**

**a. Mini-Movers:**

\* **Motion by Dwight Sunday/ second by Kathy Holman to approve Option 1 on the bid from U.P. Mini-Movers to move the furniture from Wells Fargo, Joe D'Ambrosio's barn and the old library to the new library building. Motion passed.**

**b. Interior Designer:**

\* **Motion by Dwight Sunday/ second by Fran Lukkarinen to hire Rita Rossway to suggest furniture types for furniture groupings, suggest placement of furniture in the children's area, common area in the new addition and the common area near the stacks, suggest fabric choices and suggest window treatments for aesthetics and solar control at the rate of \$50.00 per hour for 10 hours. Motion passed.**

**c. Director's Evaluation:**

\*Kathy Holman and Fran Lukkarinen reported that they met with Pam on March 4, 2015 to conduct a formal review. The results were all positive.

**d. Policies:**

**1. Community Room/Study Room:**

\* **Motion by Dwight Sunday/ second by Kathy Holman to approve the Community Room/Study Room policy as proposed by the Library Director. Motion passed.**

**2. Drinks in the Library:**

\* **Motion by Kathy Archibald/ second by Elizabeth Robbins to approve the new Code of Conduct as presented by the Library Director. Motion passed.**

**5. Public Participation:**

\* Chris Adams commented on signage.

\* Rick Wills asked the board what the Zoning Administrator is faulting the board for in regards to the overhang on the new building. He also made suggestions for moving the books.

**6. Board Member Comment:**

\* Kathy Holman expressed her regret that she will have to be out of town for an unknown period of time.

\* Dwight Sunday commented on children's author, Gretchen Preston who will be visiting the library on Wednesday, April 22, 2015.

**7. Adjournment:** Vice President Kathy Archibald adjourned the meeting at 5:25 p.m.

The next special Library Board meeting is scheduled for March 24, 2015 at 3:30 p.m. at the Gwinn Clubhouse.

The next regular Library Board meeting is scheduled for 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.