

**Forsyth Township Public Library Board Meeting  
Tuesday, May 12, 2015  
Forsyth Township Public Library Community Room**

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

**Board Members Absent:** Dwight Sunday

**Also Present:** Forsyth Township 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 Fran Lukkarinen/ second by Kathy Holman to approve the agenda with the addition of 9d. Name Tags. Motion passed.**

**3. Public Participation:** None.

**4. Approval of Minutes:**

\* **Motion by Kathy Holman/ second by Kathy Archibald to approve the April 14, 2015 meeting minutes as presented. Motion passed.**

\* **Motion by Fran Lukkarinen/ second by Elizabeth Robbins to approve the April 21, 2015 meeting minutes as presented. Motion passed.**

\* **Motion by Kathy Archibald/ second by Kathy Holman to approve the April 28, 2015 meeting minutes with the correction to 4c. to include window coverings. Motion passed.**

\* Please see attached amended minutes for April 28, 2015.

**5. Architect's Update:**

\* John Larson turned in a bill to the board from Closner Construction.

\* **Motion by Fran Lukkarinen/ second by Elizabeth Robbins to pay the bill in the total amount of \$3,458.69. Motion passed.**

\* John Larson and Mike Lempinen presented the final bid from Signs Now for signage and installation in the amount of \$1, 660. They will prepare a digital package for the board to review.

\* **Motion by Kathy Archibald/ second by Elizabeth Robbins to pay an \$830.00 deposit to Signs Now to move forward with the signage as the architects recommend contingent upon approval from the zoning administrator and/or the planning commission. Motion passed.**

**6. Library Director Report:**

\*Please see attached written report for March and April 2015.

\* A book discussion group will be taking place at the library on Wednesday evenings during the month of June. The group will be led by Stacy Hohman, a patron.

\* A Kid's Garden Club is being organized for the summer months.

**7. Financial Report:**

**a. Financial Update:** Donna reviewed the financial report with the board.

**b. Approval of May Bills: Motion by Donna Adams/ second by Kathy Archibald to pay the May bills in the total amount of \$10,533.05. Motion passed.**

**8. Unfinished Business:**

**a. ZBA:** Process for the meeting on Wednesday, May 13, 2015 was discussed.

**b. Dedication Plaques/Donor Plaques:** Fran Lukkarinen and Kathy Holman updated the board.

**c. Administrative Contract for Director:** Tabled.

**d. Open House Update:** The date for the event has been changed to Thursday, June 18, 2015.

**e. Summer Reading Program (SRP)Update:**

\* Summer Reading Program will begin Monday, June 15, 2015.

\* Pam gave an overview of the plans for the SRP, including the opportunity for children to read to a service dog every Tuesday morning.

**f. New Timeline for 10/hr per week Hire:**

\* Pam presented a possible custodian job description for the board's review.

\* Discussion of the hiring timeline with applications due by 7:00 p.m. on Monday, June 1, 2015. Pam will provide the board with her top three choices on Tuesday, June 9, 2015 with plans for the custodian to begin work on July 6, 2015.

**9. New Business:**

**a. Defibrillator (AED):** Leslie Makela explained the information and training she received when the library was presented with the AED from U.P. Pink Power.

**b. Marquette County Community Fund Grant:**

\* Pam presented the board with her plan for spending the \$1,000.00 grant the library received from the Gwinn Area Community Fund and the Marquette County Community Fund. The monies will be spent on one more Nabi tablet for children and on junior non-fiction books and beginning readers.

**c. Modification of Shelves for Tops of Book Cases: \*Motion by Fran Lukkarinen/ second by Kathy Archibald to approve the cost of \$180.00 to have U.P.**

**Fabricating modify shelving for the tops of the book cases. Motion passed.**

**d. Name Tags:** Kathy Holman expressed interest in having name tags made through American Nameplate at a cost of \$5.00 each. Consensus of the board to order the name tags in time for the open house.

**10. Public Participation:** Chris Adams said it is fun to see the looks on the faces of patrons when they come into the library for the first time.

**11. Board Member Comment:**

\* Elizabeth Robbins commented on patron reactions.

\* Fran Lukkarinen thanked Chris Adams for all of his insight and advice during the appeals process.

**12. Adjournment:** President Donna Adams adjourned the meeting at 5:00 p.m.

The next regular Library Board meeting is scheduled for Tuesday, June 9, 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.

**Forsyth Township Public Library Board Special Meeting**  
**Tuesday, April 28, 2015**  
**Forsyth Township Public Library Community Room**

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

**Board Members Absent:** None.

**Also Present:** 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. Public Participation:** None.

**3. Architect's Update (Signage/Front Renovation/New Door/Lock on Gas Meter):**

\* Donna updated the board on changes to the paving project

\* Donna reported that Closner Construction reduced the cost of paving by \$1,000.00 to \$12,500.00.

\* The cost to run the waterline to the street is \$1,500.00.

\* The drainage project will cost an additional \$2,500.00.

\* Dressler Mechanical will be in to check on the heating system and instruct the staff on the thermostat.

\* John Larson reported that the water heater work is incomplete. Dressler will return to complete the job with no additional cost to the library.

\* Donna explained that a lock will not be placed on the gas meter in case the fire department needs to shut the supply off.

**4. Unfinished Business:**

**a. ZBA:**

\* Donna reported that she sent a letter to Henry DeGroot requesting the \$150.00 filing fee for the appeal be reimbursed.

\* Donna explained that according to Rebecca Stachewicz at the Assessor's office, a written complaint is not required in order for the Zoning Administrator to issue a citation.

**b. Plaque Update:**

\* Donna presented the nameplates that will be affixed to the Donor Wall.

\* Consensus of the board for Kathy Holman and Fran Lukkarinen to have final approval of the plaques before they are ordered.

**c. Furnishings Update:** Donna reported that the furnishings and window coverings have been ordered in a total amount of \$6,637.44.

**d. Open House/Dedication of New Building:**

\* Fran reported that the committee has chosen a tentative date of Thursday, June 11, 2015 from 5:30 to 7:30 p.m.

\* Open House will include a ribbon cutting, blessing and dedication, refreshments and presentation of the colors. Rick Wills and Pat Malashanko are also putting together a booklet on the history of the library to be given out to attendees.

\* The next Open House committee meeting is Thursday, May 14, 2015 at 2:00 p.m. in the library.

**e. Timeline for New Hire:**

\* Donna explained that the previous timeline agreed upon by the board wasn't going to work with the move and the timing of Pam's vacation.

\* Timeline will commence on June 1, 2015.

**5. New Business:**

**a. Township Gift-Review of Dollars Spent to Date:**

\* Donna reported that the Township board voted to gift the library with \$10,500.00 to pave the parking lot.

\* Donna reviewed the building budget.

\* Kathy Archibald will compose a Thank You letter to the Township.

**b. Administrative Contract for Director:**

\* Discussion among board members on offering the Library Director a salaried contract.

\* Consensus of the board for Donna to begin composing a rough contract for the board to review and discuss.

**6. Public Participation:** Chris Adams suggested asking the American Legion and the Forsyth Township Police Department to be a part of the Open House.

**7. Board Member Comment:** None.

**8. Adjournment:** President Donna Adams adjourned the meeting at 5:00 p.m.

The next regular library board meeting is scheduled for Tuesday, May 12, 2015 at 3:30 p.m. in the Forsyth Township Public 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.