

**Forsyth Township Public Library Board Meeting
Tuesday, November 10, 2015
Donna Adams Community Room**

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

Board Members Absent: Elizabeth Robbins

Also Present: Forsyth Township 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 Kathy Archibald/ second by Dwight Sunday to approve the meeting agenda with the additions of 8b. Louis Paris Plaque and 8c. Christmas Lights. Motion passed.

3. Public Participation: Chris Adams commented on the idea of a possible millage.

4. Approval of Minutes: Motion by Dwight Sunday/ second by Kathy Archibald to approve the October 13, 2015 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Discussion of the December holiday schedule. The library will be closed from December 24 through December 26, 2015.

a. Website Progress:

* Pam conducted a presentation on Re-Think's plans for the new website for the library.

*** Motion by Donna Adams/ second by Dwight Sunday to accept the contract with Re-Think for the design of a new website to include photography in the total amount of \$1,600.00. Motion passed.**

6. Financial Report:

a. September Financial: Donna reviewed the report.

b. Building Status and Current Building Issues:

* John Larson discussed the HVAC system issues and concerns with the board.

* A representative from the HVAC supplier will make a site visit on November 11, 2015. Kathy Archibald will represent the board.

* Dressler's will replace the bathroom sink in the men's bathroom on Wednesday, November 11, 2015.

* John Larson explained to the board that the leak in the roof did not have anything to do with the drainage system. Closner Construction believes the leak occurred due to a flashing issue with the roof.

c. Approval of November Bills: Motion by Donna Adams/ second by Kathy Holman to approve payment of the November 2015 bills in the total amount of \$3,411.47. Motion passed.

7. Unfinished Business:

a. Achieving Long/Short Range Goals: Continued Discussion of Millage:

* A special library board meeting is scheduled for Tuesday, December 1, 2015 at 3:30 p.m. to discuss a millage.

* Donna will draft a letter to the Township Board expressing the Library Board of Trustee's interest in seeking a .5 millage in the next fiscal year.

b. Fundraising Status: No update.

c. November-American Legion Craft Show: The fundraising committee raised \$126.00 for the library.

d. Next Long/Short Range Goal to Consider: The board will discuss promoting volunteerism at a future meeting.

8. New Business:

a. Library Director Performance Review:

- * Donna asked that the review be completed by March 2016 in order to renew Pam's contract.
- * Fran and Kathy Holman will form the committee to conduct the director's performance review.

b. Louis Paris Plaque:

- * Discussion on exactly what the intent of the plaque was when it was created.
- * The names of local fallen servicemen and women will be added to the Louis Paris plaque in the library.

c. Christmas Lights: The board discussed indoor and outdoor Christmas lights for this holiday season.

9. Public Participation: None.

10. Board Member Comment: Dwight thinks he may be able to teach some senior computer classes in the future.

11. Adjournment: President Donna Adams adjourned the meeting at 5:10 p.m.

A special library board meeting is scheduled for Tuesday, December 1, 2015 at 3:30 p.m. in the Donna Adams Community Room.

The next regular board meeting is scheduled for Tuesday, December 8, 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.