

**Forsyth Township Public Library Board Meeting  
Tuesday, October 13, 2015  
Donna Adams Community Room**

**Board Members Present:** Donna Adams, Kathy Holman, Kathy Archibald, Fran Lukkarinen, Dwight Sunday and Elizabeth Robbins. 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 and Recording Secretary Leslie Makela.

**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 Archibald to approve the meeting agenda with the addition of 2b. Contract with Remax. Motion passed.**

**3. Public Participation:** None.

**4. Approval of Minutes: Motion by Kathy Holman/ second by Fran Lukkarinen to approve the September 15, 2015 meeting minutes as presented. Motion passed.**

**5. Library Director Report:**

\* Please see written report.

\* Pam reported that it is time for Margarete Salinger's 90-day employee evaluation.

\* Pam reported that new computer station mats have been purchased. Rick Wills is going to help modify and install them for winter.

\* Pam reported that the first classroom visit to the library will be on Wednesday, October 14, 2015 from Gilbert Elementary.

\* Pam reviewed the year-to-date book budget with the board.

**a. Age Minimum for Library Card: Motion by Kathy Holman/ second by Dwight Sunday to modify the circulation policy limiting the issuing of library cards to patrons ages five and up.**

\* 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 be at least 5 years old\*** in order to 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 15<sup>th</sup> 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.

**b. Website Resolution:** Pam updated the board on plans for the new website.

### **6. Financial Report:**

**a. FY '15 Audit:** Donna reviewed the audit with the board.

#### **b. August Financial Update:**

- \* Donna reviewed the budget and explained corrections to the June payroll.
- \* Donna outlined the financial plan for the remainder of Fiscal Year 2016 based on her meeting with Pam.
- \* Consensus of the board members to request the \$50,000.00 payment from the Township as soon as possible.

**c. Apology to Dwight:** Donna explained the reason for the apology.

#### **d. Building Cost and Current Building Issues (\$2k to Closner):**

- \* Donna reported that all aspects of the construction contract with Closner Construction have been fulfilled.
- \* The \$2,000.00 still owed will be paid with the October bills.
- \* Dressler's received the diagnostic tool and were able to repair the HVAC system.
- \* Pam will contact John Larson about the bathroom sink, the drainage issue and the carpet warranty.

**e. Approval of October Bills: Motion by Donna Adams/ second by Kathy Archibald to approve payment of the October bills in the total amount of \$5,754.35. Motion passed.**

### **7. Unfinished Business:**

#### **a. Personnel Handbook:**

- \* **Motion by Kathy Archibald/ second by Kathy Holman to rescind in total the current Personnel Policy Handbook dated April 2015. Motion passed.**
- \* **Motion by Kathy Archibald/ second by Dwight Sunday for the Forsyth Township Public Library Board of Trustees to adopt the new Personnel Policy Handbook dated October 13, 2015. Motion passed.**
- \* Please see attached Personnel Policy Handbook

#### **b. Achieving Long/Short Range Goals- Continued Discussion of Millage, Non-Resident Fee:**

- \* Non-Resident fees tabled for one year.
- \* Consensus of the board members to seek a possible millage on the November 2016 Presidential ballot.

\* Further discussion tabled until the next regular board meeting on Tuesday, November 10, 2015.

\* Kathy Archibald and Fran will work together on creating an election timeline and items that will appear on each ballot.

**c. Fundraising Status:**

**a. October Tea:**

\* Fran reported that a total of \$1,300.00 was raised for the library after costs.

\* The date for next year's tea will be Saturday, October 8, 2016.

**b. November-American Legion Craft Show:**

\*The craft show is on Saturday, November 7, 2015 from 10:00 a.m. to 3:00 p.m.

\* Volunteers are needed.

**8. New Business:**

**a. Next Long/Short Range Goal to Consider:** The board will concentrate on setting up a strategy to obtain more volunteers.

**b. Contract with Re-max:** Consensus of the board to renew the realtor contract in the spring of 2016 for the property on Iron Street.

**9. Public Participation:** Chris Adams suggested asking the Township Board for special project monies to upgrade the technology at the library.

**10. Board Member Comments:** Kathy Holman and Kathy Archibald thanked the Fundraising committee and other volunteers for all of their hard work.

**11. Adjournment:** President Donna Adams adjourned the meeting at 5:25 p.m.

The next regular board meeting is scheduled for Tuesday, November 10, 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 at the next meeting, please contact Library Director Pam Withrow at 346-3433 if you are unable to attend.