

**Forsyth Township Public Library Board Meeting
Tuesday, September 15, 2015
Donna Adams Community Room**

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

Board Members Absent: Kathy Holman.

Also Present: Forsyth Township Library Director Pam Withrow, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Leslie Makela and Sandra Hause.

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 Archibald to approve the agenda with the addition of \$2,000.00 to Closner under 6c and Personnel Handbook as 7a. Motion passed.

3. Public Participation: None.

4. Approval of Minutes: Motion by Dwight Sunday/ second by Fran Lukkarinen to approve the August 11, 2015 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Pam explained the record keeping of her hours under the new Administrative contract.

* Pam explained the literacy event taking place at Sawyer on Wednesday, September 16, 2015 that she will participate in.

* Pam updated the board on the website plans.

* Pam updated the board on Carol Haggard's bookmarks and the event taking place around the bookmarks at the library on Monday, October 19, 2015 at 5:30 p.m.

* Pam reported that she would like the library to offer temporary student library cards for students visiting the library with their teacher during school hours. The cards would be for the duration of the school year and allow students to check out 2 books or magazines at a time. Parents would still be financially responsible for the items. Forms would be sent home through the teacher at school. Consensus of the board to move forward with the cards.

6. Financial Report:

a. July Financial Update:

* Donna reviewed the July financial report.

* Kathy Archibald expressed how important it is that the financial reports received from the Township be clear.

b. Apology to Dwight:

* Donna provided a written apology to Dwight for not explaining adequately June's financial summary and its ramification.

* Discussion tabled until all board members can review the apology.

c. Building Cost and Current Building Issues/ \$2,000.00 to Closner:

* Donna updated the board on the outstanding debt remaining with the new library construction.

* The \$2,000.00 remaining to pay Closner Construction tabled until Pam can follow up by phone with John Larson concerning the computer ports installed by J.P. Electric.

* Dressler's has purchased a diagnostic tool to determine what the problem is with the HVAC system. They will contact Pam as soon as the tool arrives.

d. Approval of September Bills: Motion by Dwight Sunday/ second by Kathy Archibald to pay the September bills in the total amount of \$37,141.99. Motion passed.

7. Unfinished Business:

a. Personnel Handbook:

* Board members reviewed and discussed changes to the handbook presented by the committee made up of Pam, Kathy Archibald and Kathy Holman.

* Concerns were expressed. Tabled until the October 13, 2015 board meeting to allow for further review by board members.

b. Achieving Long/Short Range Goals/ Millage, Non-Resident Fee:

* Donna reviewed deadlines for all board members seeking election and deadlines for ballot language.

* Dwight expressed his concern over seeking a millage before one year has passed. Discussion on the best time to seek a millage and for what purpose.

* Discussion among board members on charging a Non-Resident fee to use the library. Pam expressed that both she and the staff are opposed to the idea.

c. Fundraising Status:

a. October Tea:

* Fran updated the board on the tea party plans.

b. November-American Legion Craft Show:

* Fran reported that the fundraising committee will be participating in the craft show on Saturday, November 7, 2015 this year. They will have book bags, greeting cards, gently used books and bookmarks at their table.

8. New Business:

a. Appoint Superiorland Representative: Donna explained that Kathy Holman volunteered to continue serving as the board's representative.

9. Public Participation: Sandra Hause said the reasons for continued fundraising needed to be explained to the patrons and the public. As a member of the fundraising committee, she has been asked that question several times.

10. Board Member Comments: Elizabeth commented on the number of new library cards being issued.

11. Adjournment: President Donna Adams adjourned the meeting at 5:35 p.m.

The next regular library board meeting is scheduled for Tuesday, October 13, 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.