

Forsyth Township Public Library Board Meeting
Tuesday, April 11, 2017
Donna Adams Community Room

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

Board Members Absent: None.

Also Present: Forsyth Township Public Library Director Leslie Makela and Chris Adams, Forsyth Township Trustee Liaison to the Library.

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 Linda Buck to approve the April 11, 2017 meeting agenda amended as follows: New Business: Move 8.e. Proposal from Jon Larson to 6.b.

Building Status and current building issues (Roof Replacement) and 8.i. Circulation Clerk II Hire.

Motion passed.

3. Public Participation (limited to 3 minutes per person): None

4. Approval of Minutes: Motion by Fran Lukkarinen/second by Kathy Archibald to approve the March 14, 2017 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Reminder: The Library is closed Good Friday, April 14, 2017.

* Employee evaluations are underway. Director Makela plans completion by the end of April

* LEGO's have been donated by patrons. Additional baseplates will be part of the Application to the Marquette Community Grant.

* The kick off event for the SRP (Summer Reading Program) is Wednesday, June 14. Magician Cameron Zvara will perform from 6p.m. to 6:45p.m. at Gilbert Elementary Schools. Snacks will be needed.

* The cost of a license to show movies on site is \$130. Since the license holder must show the movies on the named premises, this was tabled.

6. Financial Report:

a. **February Financials:** The February, 2017 Fund Balance is \$64,275.11. FY '17 YTD tax revenue is \$57,045.27.

* The line item, Books shows a balance of \$2,801.71, to be carried over to FY '18.

b. **Building status and current building issues:** To move forward with roof replacement on the original "Stille Building", multiple bids have been requested. We need building specifications to facilitate this request. Architect Jon Larson has submitted a comprehensive proposal for \$2,400. Under this proposal, Architect Jon Larson would provide 4 services; Design, Construction Document, Bidding/Negotiation and Construction Oversight. **Motion by Dwight Sunday/second by Kathy Archibald to accept the proposal submitted by Architect, Jon Larson.** Motion passed. Donna Adams, Kathy Archibald and Linda Buck will meet with Jon to begin the Design phase.

c. **Approval of April bills: Motion by Donna Adams/second by Fran Lukkarinen to approve April bills of \$4,373.23.** Motion passed.

d. **Status of Donations:** \$11,359.20 has been donated FY '17. Donations are greater than anticipated and the majority is designated.

7. Unfinished Business

a. **Flint St. Signage:** An updated estimate has been received from Signs Now for \$625 to install 8" letters (L I B R A R Y) on the facia of the original "Stille Building". **Motion by Fran Lukkarinen/second by Elizabeth Robbins to approve \$625 for signage. Project to be completed after the roof replacement and approval by Assessor's Office.** Motion passed.

b. **Review long/short range goals:** Long/short range goals were reviewed.

8. New Business:

a. **Policy Modifications: Code of Conduct - Motion by Fran Lukkarinen/second by Dwight Sunday to approve the modified Code of Conduct.** Motion passed.

The policy "Computer Help" was reviewed - **Motion by Donna Adams/second by Dwight Sunday to approve "Computer Help" policy as presented.** Motion passed.

b. **Review Compliance of:**

i. **FOIA (Freedom of Information Act):** Board requested that the draft FOIA policy be reviewed by lawyer Koch. A special meeting was agreed too on Tuesday, April 25, 2017 at 3:30 p.m. in the Donna Adams Community Room to review and approve the FOIA policy.

ii. **OMA (Open Meetings Act):** Appropriate modifications have been made to the website to ensure compliance.

c. **Cook Book Fund Raiser:** With discussion the Library Board decided to move forward with a Cook Book Fund Raiser.

d. **Superiorland Representative Report - Federal Funding Cuts:** Dwight reported discussion of the following items: OverDrive Streaming Videos (\$10k shortfall), Captured Taxes, Digitizing data, employee pensions and a survey of Superiorland Cooperative members.

e. **Proposal from Jon Larson:**

f. **Electrical Bid: Have not come. Motion by Donna Adams/second by Fran Lukkarinen to approve electrical, not to exceed \$500.** Motion passed

g. **Carpet Specialist Bid: Motion by Donna Adams/second by Kathy Archibald to approve vinyl baseboards from Carpet Specialists, not to exceed \$150.** Motion passed.

h. **April/May Calendar:** Computer classes will be well attended. There is a need for advanced classes.

i. **Circulation Clerk II hire: Director Makela recommended Colleen McGarry as the new Circulation Clerk II. Motion by Dwight Sunday/second by Kathy Archibald to approve the hire of Colleen McGarry at \$9.70/hr, ASAP.** Motion passed.

9. **Public Participation (limited to 3 minutes per person):** Chris Adams commented on the Library Board Report to the Township Trustees as well received and appreciated.

10. **Board Member Comments:** Fran pointed out staff strengths, helping patrons with job searches, expanding the patron base, book choices, and donations. Elizabeth encouraged the use of personal anecdotal comments to accompany recipes in the Cook Book. Dwight will be out of town to sign time sheet on April 18th - Kathy will sign.

11. **Adjournment:** President Donna Adams adjourned the meeting at 4:47 p.m.

A special meeting is scheduled for Tuesday, April 25, 2017 at 3:30 p.m. in the Donna Adams Community Room.

The next regular board meeting is scheduled for Tuesday, May 9, 2017 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully submitted,

Donna Adams, President

Elizabeth Robbins, Secretary

Note: To help ensure a quorum at the next meeting, please contact Library Director Leslie Makela at 346-3344 if you are unable to attend.