

Forsyth Township Public Library Board Meeting
Tuesday, August 8, 2017
Donna Adams Community Room

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

Board Members Absent: Dwight Sunday.

Also Present: Forsyth Township Public Library Director Leslie Makela and Colleen McGarry, Recording Secretary.

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 Linda Buck to approve the August 8, 2017 meeting agenda with the additions of 8f. Fundraising Seed Money and 8g. Carpet Cleaning. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Kathy Archibald/second by Elizabeth Robbins to approve the July 11, 2017 meeting minutes as presented. Motion passed.**
5. **Library Director Report:**

*Please see the written report.

*Discussion about the success of the Summer Reading Program and especially the butterfly hatch and release.

6. Financial Report:

a. June Financials: Fran asked about what she saw as a nearly \$17,000 difference in the fund balance on the June budget report from the May budget report. Donna, Leslie and Fran discussed the report but it was decided that it needed further review.

b. Building Status and Current Building Issues- Parking Lot: Leslie received 2 bids from Jet Black for parking lot maintenance: a) clean and re-stripe the lot for \$954.90 or b) seal the entire lot and paint for \$2763. Consensus of the board to plan next year's budget to include resealing the lot next year.

c. August bills: Motion by Donna Adams/second by Kathy Archibald to approve the payment of the August bills in the total amount of \$2,600.59. Motion passed.

d. Status of Donations: Donations as of 7/31/17 were \$1,785.65.

7. Unfinished Business

a. Fundraising Update:

* Fran reported that \$213.00 was donated as a result of the Fun Daze Book Sale.

* Tea Party planning continues. Donna presented the poster to advertise the event.

b. Donation Policy Update: Discussion on the update of the current Library Donation Policy. Kathy Archibald presented the Policy Committee's work so far. Consensus to review further and make final decisions at the September 12, 2017 board meeting.

8. New Business

a. Superiorland Cooperative Report: The board discussed a concern about the Cooperative's financial situation with employee retirement. Donna will seek minutes from the meeting to review.

b. Discussion- Inappropriate Behaviors toward Staff/Current Protocols and Additional Options:

* Discussion of a recent incident between a visiting patron and staff member. Board does not want any staff member working alone if it can be helped as the library continues to increase patronage.

*** Motion by Donna Adams/second by Fran Lukkarinen to approve 5 additional staff hours per week to help assure that there are two staff members working during library business hours. Motion passed.**

* Leslie will see if it's possible with current staff to have two people working on Saturdays.

c. Review Internet Policy: Discussion on current Internet Usage Policy. Policy is outdated. Donna and Leslie will work on an updated policy for board review at the next meeting.

d. Township Picnic- Library Closing: Motion by Fran Lukkarinen/second by Linda Buck to close the library at 6:00 p.m. on Wednesday, September 6, 2017 so all staff members may attend the Forsyth Township Employee Family picnic. Motion passed.

e. August/September Calendar: Leslie will be on vacation in conjunction with Labor Day weekend.

f. Fundraising Seed Money: Motion by Fran Lukkarinen/second by Linda Buck to approve the upfront costs of printing the fundraising cookbook in a total amount not to exceed \$800.00 to be paid in two installments. Motion passed.

g. Carpet Cleaning: Motion by Kathy Archibald/second by Fran Lukkarinen to approve the cost of carpet cleaning by Carpet Specialists as a part of the continued warranty in the total amount of \$850.00. Motion passed.

9. Public Participation: None.

10. Board Member Comments: Donna and Fran thanked everyone for their hard work.

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

The next regular library board meeting is scheduled for Tuesday, September 12, 2017 at 3:30 p.m. in the Donna Adams Community Room.

Note: To help ensure a quorum at the next meeting, please call Library Director Leslie Makela at 346-3433 to let her know if you are unable to attend. Thank you.

Respectfully Submitted,

Colleen McGarry, Recording Secretary

Elizabeth Robbins, Secretary