

**Forsyth Township Public Library Board Meeting  
Tuesday, December 12, 2017  
Donna Adams Community Room**

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

**Board Members Absent:** None.

**Also Present:** Forsyth Township Public Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams, Architect John Larson and Staff Member Leslie Willig.

**1. Call to Order:** President Donna Adams called the meeting to order at 4:00 p.m.

**2. Approval of Agenda: Motion by Dwight Sunday/second by Linda Buck to approve the December 12, 2017 meeting agenda with the addition of 6e. Fiscal Year 2019 Timeline. Motion approved.**

**3. Public Participation:** None.

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

**5. Library Director Report:**

\* Please see written report.

\* Director Makela and Dwight Sunday updated the board on the Superiorland Library Cooperative Board of Directors meeting held on Friday, December 8, 2017. Dwight is now a voting member of the Board of Directors for the Cooperative.

**6. Financial Report:**

**a. October Financials/Book Expenditures:**

\* President Donna Adams reviewed the current financial reports. The fund balance as of October 31, 2017 is \$67,490.15.

\* The board expressed that they are very happy with the year-to-date book expenditures.

**b. Building Status and Current Building Issues- Architect Update:**

\* Architect John Larson presented plans for the future installation of an employee restroom in the workroom. The board will apply for an exception to the code requiring the restroom be handicap accessible as there are already two handicap accessible restrooms in the library. John will help the board through the process. Plans to include the cost for the restroom in the fiscal year 2019 budget.

\* John Larson explained why the library has not yet been invoiced for the roof installation by Bell Roofing. The plans approved by the library board included roofing with a thickness of 60 mil. Bell Roofing used reinforced 45 mil roofing by mistake when the roof was installed. After researching the materials used, John Larson feels the 45 mil is acceptable. It is the same material used on the new part of the building. Information on the warranty is forthcoming. A 15 year warranty is expected.

**\* Motion by Donna Adams/second by Fran Lukkarinen to support the professional opinion of John Larson and to accept the installation of the reinforced 45 mil roof that did not conform to the bid documents as work completed with the stipulation that the library receive a 15 year warranty and a credit for the price difference. Motion approved.**

\* Director Makela will seek pricing for blinds from Rita Rossway for the three windows above the flower beds for next fiscal year. The sun is damaging art work and spine labels on books.

**c. Approval of December Bills: Motion by Donna Adams/second by Dwight Sunday to approve the payment of the December 2017 bills in the total amount of \$4,509.52. Motion approved.**

**d. Status of Donations:** Donations as of November 30, 2017 total \$6,732.85.

**e. Fiscal Year 2019 Timeline:**

\* Donna Adams reported that the budget adjustments for this fiscal year need to be turned in to Lynn at the Township office by January 15, 2018.

\* The Finance Committee comprised of Brian Rice, Donna Adams and Fran Lukkarinen will meet in early January to begin planning the Fiscal Year 2019 budget.

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

##### **a. Fundraising Update:**

\* Discussion on promoting cookbook sales. Less than 70 books remain.

\* The theme for the 2018 Tea Party will be Ethnic Dress. Fran Lukkarinen encouraged board members to ask friends and family for clothing representing different ethnicities for the fashion show.

**b. MPLC (Motion Picture Licensing Corporation) Update:** Director Makela updated the board on her discussion with Brian Veale from the Gwinn Senior Center about using the license now that it has been received. The staff will work on ideas for the library to host movies at the Clubhouse.

#### **8. New Business:**

**a. December/January Calendar:** Director Makela provided the board with activity calendars for December/January.

##### **b. Director Makela's Performance Review:**

\* Staff Member Leslie Willig spoke about her experience working with Leslie Makela as Director.

\* Director Makela was provided with a written copy of her performance review.

\* Kathy Archibald collected written reviews from all board members, except Brian Rice who felt he would be commenting as a patron rather than as a trustee as he just joined the library board in November.

\* Reviews were compiled in a report for review. All ratings were satisfactory and satisfactory plus in regards to Director Makela's performance.

**c. Pay Increase for Colleen McGarry: Motion by Donna Adams/second by Dwight Sunday to increase Colleen McGarry's hourly wage to \$10.00 per hour beginning November 30, 2017 after completion of her six-month probationary period. Motion approved.**

##### **d. Elect Library Board Officers:**

\* **Motion by Fran Lukkarinen/second by Kathy Archibald to elect Donna Adams as Library Board President for the term beginning January 1, 2018 and ending December 31, 2018. Motion approved.**

\* **Motion by Donna Adams/second by Dwight Sunday to elect Kathy Archibald as Library Board Vice-President for the term beginning January 1, 2018 and ending December 31, 2018. Motion approved.**

\* **Motion by Kathy Archibald/second by Brian Rice to elect Linda Buck as Library Board Secretary for the term beginning January 1, 2018 and ending December 31, 2018. Motion approved.**

**e. Set Meetings for 2018 Calendar Year:** Meetings will be held on the first Tuesday of each month at 3:30 p.m. in the Donna Adams Community Room at the library with the exception of the July 2018 board meeting, which will be held on July 10, 2018 due to the holiday.

**9. Public Participation:** Chris Adams commented that the water and sewer bill may increase by \$10.00-\$15.00 per month.

#### **10. Board Member Comments:**

\* Donna Adams and other board members stated how proud they are of Leslie Makela's performance as Director of the library.

\* Brian Rice suggested a survey of patrons be conducted around the anniversary of being in the new building to help the board plan for future programming and services.

**11. Adjournment:** President Donna Adams adjourned the meeting at 5:15 p.m.

The next regular library board meeting is scheduled for Tuesday, January 2, 2018 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 if you are unable to attend.

Respectfully Submitted,

Leslie Makela, Director

Linda Buck, Secretary