

**Forsyth Township Public Library Board Meeting
Tuesday, February 14, 2017
Donna Adams Community Room**

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

Board Members Absent: Fran Lukkarinen and Dwight Sunday.

Also Present: Forsyth Township Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Laureen Campbell.

1. Call to Order: President Donna Adams called the meeting to order at 3:30 p.m.

2. Approval of Agenda: Motion by Kathy Archibald/ second by Linda Buck to approve the meeting agenda. Motion passed.

3. Public Participation. None

4. Approval of Minutes: Motion by Kathy Archibald/ second by Elizabeth Robbins to accept the January 10, 2017 meeting minutes as presented. Motion passed.

5. Library Director Report:

- * Please see written report.
- * Obtaining grants for programs – Director Makela said she was unable to secure grant money from Honor Credit Union for the Flint Street sign.
- * Library Clerk Intern update – progress on learning library operation and task assignments.
- * Building use on 2/22/17 for Destress for Family Workshop.
- * Summer Reading Program – “Build A Better World” running June 12 – July 22, 2017, kick-off on June 14 with magician at Gilbert Elementary.
- * Computer classes starting in April, 2017 to be held Tuesday and Thursday from 9:30 – 10:30 am.
- * Director Makela and Library Clerk Leslie Willig are attending Health Fair at Gwinn High School on Sunday February 19, 2017 to promote Library programs.
- * School class visits with therapy dog Sagamore on February 3rd and 10th, 2017.
- * Library Director’s Workshop to be held May 17-19, 2017 in Traverse City, MI.

Motion by Donna Adams/second by Kathy Archibald to facilitate Director Makela attending the Director’s workshop and paying expenses not to exceed \$800. Motion passed.

6. Financial Report:

a. December Financials: Donna Adams reviewed the December financial report.

b. Modify FY’17 Revenue: Motion made by Donna Adams/second by Kathy Archibald to modify the FY’17 revenues to reflect a total amount of \$177,665. Motion passed

c. Building Status and Current Building Issues:

- * Director’s report on alarm function issues and system electronics being replaced.

* Disposal of replaced computers – return to Jean for disposal.

* Cabinets behind circulation desk:

Motion made by Kathy Archibald/second by Linda Buck to approve an expenditure of \$1000 from the Miscellaneous Fund, to build and install cabinets behind the circulation desk. Project to be completed in two phases, with expenses spread over fiscal years 2017 and 2018, \$500 of that to be disbursed this year. Motion passed.

d. Approval of February Bills: Motion by Kathy Archibald/ second by Elizabeth Robbins to approve payment of the January bills in the total amount of \$3038.54. Motion passed.

e. Status of Donations: YTD \$9318.20

f. Approve FY'18 Budget: Motion made by Donna Adams/second by Kathy Archibald to approve the FY'18 Budget as presented. Motion failed.

Motion made by Donna Adams/second by Linda Buck to approve the FY'18 budget as amended to reflect a total revenues of \$165,775 and total expenses of \$165,590. Motion passed.

g. Salary/Wage increases: Motion made by Donna Adams/second by Linda Buck - effective April 1, 2017 to increase the staff hourly rate by \$0.30 reflected as hourly wage rates as follows:

Leslie Makela - \$ 15.71

Bonnie Forgette - \$10.81

Leslie Willig - \$ 11.81

Tammy Castle - \$10.00

Laureen Campbell - \$10.00

Motion passed.

h. Approve Retirement Benefit: Motion made by Donna Adams/second by Kathy Archibald that retirement funds be distributed after April 1, 2017 and before June 1, 2017 as follows:

Leslie Makela - \$2000 plus FICA tax liability

Leslie Willig - \$500 plus FICA tax liability

Motion passed.

7. Unfinished Business:

a. Flint Street Signage: Tabled until March 2017 meeting.

b. Cost of Stille Building replacement roof: Bell Roofing has submitted a working bid of \$17,000.00 to repair the roof.

* After discussion, Kathy Archibald was asked to write a letter to the Forsyth Township Board of Trustees, requesting financial assistance with the roof repair cost.

c. Review Long/Short Range Goals: Tabled until March, 2017 meeting.

8. New Business:

a. Review/Approve Authorization letter: Amend with recommended modifications as follows and resubmit at March 2017 meeting –

Adding 'retirement benefits' to the Payroll Clerk/Deputy Clerk authorized payments; Increasing Library Clerk II's pay period hours from 120 to 125 hours; and adding Cleaning Staff hours of up to 20 hours per pay period.

b. February Activity Calendar: Disseminated and discussed Library's February activity calendar.

c. Future Programming (stipends) None.

9. Public Participation: Chris Adams indicated that he intends to request the Township pay for the Library Stille Building roof repair.

10. Board Member Comments: Kathy Archibald thanked Donna Adams, Dwight Sunday and Fran Lukkarinen for the extensive work on the FY'18 budget, and updated the Board on the meeting between Supervisor Boogren, President Donna Adams, Director Leslie Makela and herself.

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

The next regular board meeting is scheduled for Tuesday, March 14, 2017 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Laureen Campbell, Recording Secretary

Elizabeth Robbins, Secretary

Note: To ensure a quorum at the next meeting, please contact Library Director Leslie Makela at 346-3433 if you are unable to attend.