

**Forsyth Township Public Library Board Meeting
Tuesday, January 10, 2017
Donna Adams Community Room**

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

Board Members Absent: Elizabeth Robbins and Dwight Sunday.

Also Present: Forsyth Township Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams, Recording Secretary Laureen Campbell, architects John Larson and Mike Lempinen.

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 Fran Lukkarinen to approve the meeting agenda. Motion passed.

3. Public Participation. None

4. John Larson and Mike Lempinen re: Flint St. signage – presentation on proposed Flint Street signage.

5. Approval of Minutes: Motion by Linda Buck/ second by Fran Lukkarinen/ to accept the December 13, 2016 meeting minutes as presented. Motion passed.

6. Library Director Report:

* Please see written report.

* Obtaining grants for programs – Director Makela to investigate opportunities with Marquette Community Foundation, Potlach and Honor Credit Union for grant money.

* Library Clerk Intern – A high school student from Gwinn H.S. will be working as an intern starting January 23, 2017.

* Result of meeting with representatives from Peter White P.L. on Community Outreach partnering opportunity.

7. Financial Report:

a. November Financials: Please see written report.

b. Building Status and Current Building Issues: None

c. Approval of January Bills: Motion by Donna Adams/ second by Kathy Archibald to approve payment of the January bills in the total amount of \$2341.97. Motion passed.

- **Motion by Kathy Archibald/ second by Fran Lukkarinen to rescind the motion to approve the December 13, 2016 minutes. Motion passed.**
- **Motion by Kathy Archibald/ second by Fran Lukkarinen to modify 7.C – ‘Approval of March Bills’ of the December 13, 2016 minutes to read as ‘Approval of December Bills’ and approve the minutes as modified. Motion passed.**

d. Status of Donations: YTD \$8416.60

e. Modify Donations Revenue for FY '17. Motion by Donna Adams/ second by Kathy Archibald to modify the line item 'Donations Revenue' for FY 2017 to \$9,000. Motion passed.

f. Draft of FY 2018 Budget: Disseminated copies of proposed FY 2018 budget for review/discussion.

g. Salary/Wage increases: Discussion on proposed staff salary and wage increases. Action deferred until February 14, 2017 meeting.

8. Unfinished Business:

a. Flint Street Signage: Discussion on funding proposed signage. Suggested that Director Makela speak with Mike Lempinen on assistance with obtaining grant money and mural painting for facade.

b. Review Long/Short Range Goals: Discussion on the following:

* Sawyer Community Center programs: Tabled until February 14, 2017 meeting.

* Bookmobile: President Donna Adams offered to talk to Stephenson P.L. on process they used to obtain/maintain their bookmobile.

9. New Business:

a. Appoint Recording Secretary: Motion by Donna Adams/ second by Kathy Archibald to appoint Lauren Campbell as Recording Secretary. Motion passed.

b. Reimbursement in the amount of \$50 to Taylor Knetter for program stipend/participation.

c. January Activity calendar/schedule: Disseminated and discussed Library's January activity schedule.

d. Update Personnel Handbook: Motion by Fran Lukkarinen/ second by Kathy Archibald to modify Section 6.4 – HOLIDAYS of the Personnel Handbook as follows. Motion passed.

6.4 HOLIDAYS

Forsyth Township observes the following paid holidays for Library employees. Pay will be equivalent to the number of hours normally worked for the specific day of the week, not to exceed 8 hours:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

If a holiday falls on Sunday, the Library will be closed the following Monday. (Holiday pay will be hours worked on Monday.)

The following Holidays are non-paid but are observed by closing the Library.

Memorial Day (closed previous Saturday)

Gwinn Fun Daze

Labor Day (closed previous Saturday)

Friday and Saturday after Thanksgiving Day
Christmas Eve day

New Year Eve day - 10 a.m. to 1 p.m.

e. Future Programming (Stipends). Director Makela to confer with Deputy Treasurer Lynn Rodgers on adding a new expense line item to the budget for Programming Stipends.

10. Public Participation: Chris Adams indicated that he does not know at this time if he'll continue his appointment as the Township's liaison to the library.

11. Board Member Comments: Linda Buck indicated she was impressed with the volume and detail of business conducted by the Board. Fran Lukkarinen welcomed Linda Buck and offered thanks to the library staff for quality of work.

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

The next regular board meeting is scheduled for Tuesday, February 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.