

Forsyth Township Public Library Board Meeting
Tuesday, March 14, 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 March 14, 2017 meeting agenda amended as follows: New Business: 8.e. Reimbursement to Architect, John Larson. Motion passed.

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

4. Approval of Minutes: Motion by Kathy Archibald/second by Elizabeth Robbins to approve the February 14, 2017 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Application to the Marquette Community Grant can now be made. The Library Board supported the establishment of a LEGO Club as a grant request. \$200 in current donations can be utilized as “seed money”.

* Department of Public Works employee Lenny made a fire and safety inspection of the Library. A few modifications were made but over-all the Library building did well.

* The automated library software projected cost for this next year (October through September) is \$4,485.83.

* Laureen Campbell is on an extended leave. During this absence, Director Makela will ask Pat Malashanko to cover hours at the circulation desk. The Policy Committee will work on an appropriate policy to handle this type of situation. If Laureen is unable to return by Monday, March 27, 2017, Director Makela will begin the new hire process.

* Gwinn Public School Librarian and Superiorland Cooperative Tech support will oversee “Over Drive Only” Library cards for those Gwinn Public Schools students requesting this service.

6. Financial Report:

a. **January Financials:** The January, 2017 Fund Balance is \$56,789.78.

* The line item, Books shows a balance of \$3,465.55. \$3,000 of this will be carried over to FY '18.

* Potlatch donated \$1600 toward technology. Two all-in-one units have been ordered.

b. **Building status and current building issues:** Bell Roofing has given the Library a working bid of \$17,000, to replace the roof on the original “Stille Building”. This covers the removal of the current roof, installing a tapered system to a primary drain with overflow to a secondary drain and a new rubber membrane. Liaison to the Library Board, Chris Adams has requested support from the Township Board for this project. At the February 23, Forsyth Township Board meeting, Township Trustees responded favorably. Proposed cabinetry is well underway. A drawer front sample was available. Midwest Security has resolved security issues.

c. **Approval of March bills: Motion by Donna Adams/second by Fran Lukkarinen to approve November bills of \$3,856.66.** Motion passed.

d. **Status of Donations:** \$11,145.20 has been donated this current year. Donations are greater than anticipated and the majority is designated.

7. Unfinished Business

a. **Flint St. Signage:** An updated estimate has been requested from Signs Now.

b. **Status of Stille Building replacement roof:** \$5000 in the Library’s Revolving Fund can be applied to this project.

- c. **Review long/short range goals:** Long/short range goals were reviewed with an emphasis on prioritizing with staff and Board member input.
- d. **Review/Approve Authorization Letter: Motion by Kathy Archibald/second by Linda Buck to approve Authorization Letter as presented.** Motion Passed

April 1, 2017

To: Deputy Treasurer and Deputy Clerk, Forsyth Township Board

Re: Authorization for Library Expenditures

With continued compliance with FY '07 audit findings, Forsyth Township Public Library Board will continue to meet monthly to review and approve Library expenditures for the previous month, commencing January, 2009. The following authorizations commencing January, 2009 were modified, and approved, March, 2016 for FY '17 commencing April 1, 2016 by the Library Board.

The Bookkeeper/Deputy Treasurer is authorized to pay utilities, i.e. water/sewer, electric, natural gas, phone, clerical services, insurance and Library Credit Card Expenditures.

The Payroll Clerk/ Deputy Clerk is authorized to pay payroll, unemployment tax and retirement benefits.

The Library Director will review and authorize for payment those goods and services approved through Library Board action.

Dues: The Library Director will authorize payment to Superiorland Library Cooperative (50% of our State Aid payment) and Upper Peninsula Region of Library Cooperation.

Repairs/Maintenance, Misc. and Office Supplies: The Library Director is approved to authorize payment up to \$500. For any amount greater than \$500, the designated Library Trustee will review and authorize payment.

Subscriptions and Books: Library Director has authorization to approve payment within budget amounts established in fiscal year budget.

Payroll:

Library Clerk I: The Library Director has authorization to approve time sheets for Library Clerk I up to 65 hours per pay period.

Library Clerk II's: The Library director has authorization to approve time sheets for Library Clerk II's up to 125 hours per pay period.

Cleaning Staff: The Library director has authorization to approve time sheets for cleaning staff up to 20 hours per pay period.

Library Director: The designated Library Trustee will authorize the time sheet for Library Director up to 80 hours per pay period plus any overtime approved by the Library Board.

Changes to these hours are subject to prior Library Board approval, when possible, except in the case of an emergency.

The Forsyth Township Public Library Board understands rules governing expenditures will change over time. It is the intent of the Library Board to review authorization practices for expenditures annually.

8. New Business:

- a. **Review Compliance of:**
 - i. **FOIA (Freedom of Information Act):** Tabled
 - ii. **OMA (Open Meetings Act):** Tabled

- b. **March/April Calendar:** Getting very busy!
 - c. **Iron St. Property: Motion by Kathy Archibald/second by Dwight Sunday to extend the contract with Avis Ketola of Century 21 until September 16, 2017.** Motion passed.
 - d. **Cook Book Fund Raiser:** Luke warm reception for this project. Donna Adams will develop a time line and develop a strategy for further discussion.
 - e. **Reimbursement to Architect Jon Larson: Motion by Donna Adams/second by Fran Lukkarinen to send a check for \$200 to Jon Larson, Architect for services rendered.** Motion passed.
- 9. Public Participation (limited to 3 minutes per person):** Chris Adams suggested a “grown-up” version of the LEGO Club. Adult coloring and Dot-to-Dot were also suggested. Mr. Adams also verbalized support for the Cook Book fund raiser.
- 10. Board Member Comments:** None
- 11. Adjournment:** President Donna Adams adjourned the meeting at 4:56 p.m.

The next regular board meeting is scheduled for Tuesday, April 11, 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.