

Forsyth Township Public Library Board Meeting
Tuesday, May 9, 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 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 Fran Lukkarinen/second by Linda Buck to approve the May 9, 2017 meeting agenda amended as follows: New Business: 7.c. Cabinet Update. 8.d. FOIA Fee Schedule, 8.e. National Health Insurance and 8.f. Fundraising. Motion passed.

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

4. Approval of Minutes: Motion by Kathy Archibald/second by Fran Lukkarinen to approve the April 11, 2017 meeting minutes as presented. Motion passed. **Motion by Linda Buck/second by Elizabeth Robbins to approve the April 25, 2017 Special Meeting Minutes as presented.** Motion passed.

5. Library Director Report:

* Please see written report.

* Interlibrary Loan costs this next year will be \$2410. It is unclear if Superiorland Cooperative will participate in sharing the cost.

* Jean Montgomery has buyers for the CPU racks no longer being used.

* SRP participates will not be charged for the Summer painting classes.

6. Financial Report:

a. **March Financials:** None

b. **Building status and current building issues:** Donna Adams, Kathy Archibald and Linda Buck have met with Architect, Jon Larson and reviewed design documents. Jon will pursue bids for submission, Wednesday, May 24, when the Library Board will meet to review and select a contractor.

c. **Approval of May bills: Motion by Donna Adams/second by Kathy Archibald to approve May bills of \$3,563.95.** Motion passed.

d. **Status of Donations:** \$50 has been donated FY '18.

7. Unfinished Business

a. **Flint St. Signage:** Signage is on hold until completion of the roof replacement.

b. **Cook Book Fund Raiser Update:** Looking for an individual that would prepare the 4 page section which typically provides information of the organization/community sponsoring the cook book.

c. **Cabinet Update:** Cabinets are ready and will be installed on May 20, 2017.

8. New Business:

a. **Cabinetry Counter Top: Motion by Donna Adams/second by Fran Lukkarinen to approve the cost of a counter top, not to exceed \$1200.** Motion passed.

b. **SRP Kick Off:** SRP begins Monday, June 12, 2017. The kick off event for the SRP (Summer Reading Program) is Wednesday, June 14. Magician Cameron Zvara will perform from 6p.m. to 6:45p.m. at Gilbert Elementary Schools. Set up will begin at 5:15. Cookies and small waters will be available for snacks after the performance.

c. **May/June Calendar:** In addition to the May/June Calendar, Director Makela distributed a Calendar of SRP activities. Kathy Archibald will sign the Director's time sheet on May 16th.

d. **FOIA Fee Schedule: Motion by Donna Adams/second by Kathy Archibald to approve the FOIA Fee Schedule as presented.** Motion passed.

e. **National Health Insurance:** A Webinar focusing on group health insurance for Michigan Libraries will be held Tuesday, May 16th at 11 a.m. If interested let President Adams know.

f. **Fundraising:** A fundraising committee meeting will be held Tuesday, May 23, 2017 at 2 p.m. in the Community Room.

9. Public Participation (limited to 3 minutes per person): Chris Adams and Jon Larson confirmed the size of the second roof drain, being 2”.

10. Board Member Comments: Trustees expressed positive comments on progress and activities.

11. Adjournment: President Donna Adams adjourned the meeting at 4:31 p.m.

A special meeting to receive bids for the roof replacement is scheduled for Wednesday May 24, 2017 at 3:30 p.m. in the Donna Adams Community Room.

The next regular board meeting is scheduled for Tuesday, June 13, 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.