

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

**Board Members Present:** Donna Adams, Fran Lukkarinen, Linda Buck, Kathy Archibald, Dwight Sunday and Elizabeth Robbins. All members were present. A quorum was established.

**Also Present:** Forsyth Township Public Library Director Leslie Makela, Recording Secretary Colleen McGarry, Forsyth Township Trustee Liaison to the Library Chris Adams, and Library Board Candidate Brian Rice.

**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 Kathy Archibald to approve the October 10, 2017 meeting agenda with the addition of 7c. Signage. Motion passed.**

**3. Public Participation:**

\*Chris Adams stated that the recent repairs to the library roof looked good.

\* Brian Rice expressed his interest in joining the Board after the resignation of Elizabeth Robbins. There was a discussion about his skills and expectations of the position.

**4. Approval of Minutes: Motion by Kathy Archibald/second by Linda Buck to approve the September 12, 2017 meeting minutes as passed. Motion passed.**

**5. Library Director Report:**

\* Please see written report.

\*Leslie Makela reported that the Usborne Book Fair is postponed until the new year.

**6. Financial Report:**

**a. FY '17 Summary:** The Board reviewed the final budget report for Fiscal Year 2017.

**b. August Financials/Book Expenditures.** The Board reviewed the August financials.

**c. Building Status and current building issues:**

\*The roof repair to the library was discussed.

\*There was a consensus that the 2 inch diameter drainage line will need to be cleaned out annually.

**d. Approval of October bills. Motion made by Dwight Sunday/second by Fran Lukkarinen to pay the October bills in the total amount of \$2,510.79. Motion passed.**

**e. Status of Donations:** As of September 30, 2017, donations balance of \$2175.65.

**7. Unfinished Business:**

**a. Fundraising update:**

\*Donna Adams set a target goal of \$1600 for the Tea Party fundraiser.

\*The cookbooks should be shipped the week of October 16, 2017.

**b. Review Internet Policy:** Kathy Archibald is still working on the updated language. It was agreed to table the policy update.

**c. Signage: Motion by Dwight Sunday/second by Linda Buck to approve an amount not to exceed \$1000 to install signage on Flint Street using letters larger than 8 inches.**

**8. New Business:**

**a. October/November Calendar:** Leslie Makela provided the Board with the activity calendar for October/November.

**b. Appoint Trustee: Motion by Donna Adams/second by Dwight Sunday to approve Brian Rice as the new Library Board Trustee effective November 1, 2017. Motion passed.**

**c. Appoint Colleen McGarry, Recording Secretary: Motion by Kathy Archibald/second by Fran Lukkarinen to appoint Colleen McGarry, Library staff member as recording secretary. Motion approved.**

**d. Elect Secretary: Motion by Kathy Archibald/second by Fran Lukkarinen to appoint Linda Buck as Library Board Secretary. Motion passed.**

**e. Extend Real Estate Contract with Avis Ketola: Motion by Fran Lukkarinen/second by Kathy Archibald to extend the real estate contract with Avis Ketola for one-year for the Iron Street property. Motion approved.**

**f. Budget for conference room chairs:**

**\* Motion by Donna Adams/second by Fran Lukkarinen to spend \$1500.00 or less for conference room chairs. Motion approved.**

**\* Dwight Sunday and Leslie Makela will work on the chair order.**

**g. MPLC (Motion Picture Licensing Corporation): Motion by Fran Lukkarinen/second by Dwight Sunday to contribute \$130 towards the total cost of \$240.00 to obtain a motion picture license through MPLC for the Gwinn Clubhouse with the stipulation that the library be allowed to host movies at the clubhouse. Motion approved.**

**9. Public Participation:** Dwight Sunday reported on the Superiorland Cooperative meeting held on September 29, 2017.

**10. Board Member Comments:**

**\*The board welcomed Brian Rice and asked him to be sworn in between November 1, 2017 and November 12, 2017.**

**\*The Board presented Elizabeth Robbins with a gift and thanked her for her many years of service.**

**11. Adjournment:** President Donna Adams adjourned the meeting at 5:00 p.m.

The next regular library board meeting is scheduled for Tuesday, November 14, 2017 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 to let her know if you are unable to attend.

Respectfully Submitted,

Colleen McGarry, Recording Secretary

Linda Buck, Secretary