

Forsyth Township Library Board Meeting
Tuesday, April 2, 2019, 3:30 p.m.
Donna Adams Community Room

Board Members Present: Donna Adams, Fran Lukkarinen, Brian Rice and Linda Buck. A quorum was established.

Board Members Absent: Kathy Archibald and Dwight Sunday.

Also Present: Forsyth Township Public Library Director Leslie Makela and Forsyth Township Trustee Liaison to the Library Chris Adams.

1. **Call to Order:** Present Donna Adams called the meeting to order at 3:30 p.m.
2. **Approval of Agenda: Motion by Brian Rice/second by Linda Buck to approve the April 2, 2019 agenda with the addition of 8f. Iron Street Property Listing. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Fran Lukkarinen/second by Brian Rice to approve the March 5, 2019 meeting minutes as presented. Motion passed.**
5. **Library Director Report:**
 - *Please see written report
6. **Financial Report:**
 - a. **February Financials/Books Expenditures:**
 - * Donna Adams reviewed the February financials. As of February 28, 2019, there is a fund balance of \$89,701.81.
 - b. **Building status and current building issues:**
 - * A toner cartridge failed on the new copier. A service called was required.
 - * New Counter is getting lots of use.
 - c. **Approval of April Bills: Motion by Donna Adams/second by Fran Lukkarinen to approve payment of April 2019 bills in the total amount of \$8,023.11. Motion passed.**
 - d. **Status of Donations:**
 - * Donations total \$6,039.06 as of March 31, 2019.
7. **Unfinished Business:**
 - a. **Fundraising Update:**
 - * Planning continues for the Fun Daze Book Sale and the October Tea.
 - b. **Mandatory Sick Time Policy:**
 - * The topic of Personal Days was voted on as a separate issue from the Mandatory Sick Time Policy.
 - ***Motion by Donna Adams/second by Brian Rice to approve two (2) Personal Days for each employee per fiscal year equal to the employee's longest work day in an average pay period beginning April 1, 2019. Motion passed.**
 - * **Motion by Donna Adams/second Brian Rice to approve the Paid Medical Leave Policy, prepared by the Policy Committee and modified by the Library Board. Motion passed.**
 - c. **Library Closure Policy:** Tabled until the May 7, 2019 Library Board Meeting.
8. **New Business:**
 - a. **April/May Calendar:**
 - * Director Makela provided activity calendars for trustees.
 - b. **Appoint Recording Secretary:**

* On a temporary basis minutes will be done by Director Makela and/or ~~Donne~~ Donna Adams.

* The Board will work to find a solution.

c. Computer Upgrades: Tabled.

d. Window Washing: Motion by Donna Adams/second by Fran Lukkarinen to approve the window washing estimate by Johnson Glass Cleaning, Inc. for a total cost of \$295.00 to be completed before the Summer Reading Program begins in mid-June. Date to be determined. Motion passed.

e. Children's Shelving: Motion by Donna Adams/second Linda Buck to purchase steel shelving from Library Design Associates, Inc. and fabricated wooden tops and sides from North Oak Manufacturing not to exceed a total cost of \$5500.00. Motion passed.

f. Iron Street Property Listing: Motion by Fran Lukkarinen/second by Brian Rice to list the Iron Street property with Century 21 agent, Avis Ketola at \$18,500.00. Motion passed.

9. Public Participation: None.

10. Board Member Comments: None.

11. Adjournment: President Donna Adams adjourned the meeting at 4:37 p.m.

The next regular Library Board meeting is scheduled for Tuesday, May 7, 2019 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Donna Adams

President, Forsyth Township Public Library Board

Linda Buck

Secretary

Note: To help ensure a quorum, please call the Library Director at 346-3433 if you are unable to attend the meeting.