

Forsyth Township Library Board Meeting
Tuesday, February 12, 2019, 3:30 p.m.
Donna Adams Community Room

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Brian Rice, Kathy Archibald.

A quorum was established.

Board Members Absent: Dwight Sunday.

Also Present: Forsyth Township Trustee Liaison to the Library Chris Adams, Forsyth Township Deputy Treasurer Lynn Rogers, Architect John Larson, Forsyth Township Public Library Director Leslie Makela, Recording Secretary Colleen McGarry.

1. Call to Order: President Donna Adams called the meeting to order at 3:30 p.m.

2. Approval of the Agenda: Motion by Kathy Archibald/second by Fran Lukkarinen to approve the February 12, 2019 agenda as presented. Motion passed.

3. Public Participation: None.

4. Approval of Minutes: Motion by Linda Buck/second by Fran Lukkarinen to approve the January 8, 2019 minutes as presented. Motion passed.

5. Lynn Rogers- Investment Options (CD Matures):

*Lynn Rogers presented options for reinvesting the CD monies upon maturity on February 12, 2019.

***Motion by Donna Adams/second by Fran Lukkarinen to invest \$10,000.00 plus interest earned on the existing CD into a new 12-month CD at Honor Credit Union with an interest rate of 2.75%. Motion passed.**

6. Library Director Report:

*Please see written report.

*Upon recommendation of Director Makela, it was the consensus of the Board to allow the Superiorland Library Cooperative to delete any patron bills in the system generated before April 1, 2015.

*Director Makela provided the Board with the date for the Summer Reading Kick Off Party 2019. The party will be held on Monday, June 17, 2019 from 4:30-6:30 p.m.

7. Financial Report:

a. December Financials/Book Expenditures:

*Director Makela provided the Board with the December financials and book expenditures.

b. Building Status and Current Building Issues:

*Architect John Larson gave an update on the window counter and foot rail project.

*Discussion about the shelving in the children's area. A decision about the shelving will be made during the March 5, 2019 meeting.

***Motion by Kathy Archibald/second by Linda Buck to purchase a new black and white copier-fax-printer from the Office Planning Group for a total cost not to exceed \$1495.00. Motion passed.**

c. Approval of February Bills: Motion by Donna Adams /second by Brian Rice to approve the payment of the February 2019 bills in the total amount of \$4,857.89. Motion passed.

d. Status of Donations:

*As of January 31, 2019, the total donations are \$5989.06.

8. Unfinished Business:

a. Fundraising Update: None.

b. Approval of Personnel Handbook update: Tabled until the March 5, 2019 board meeting.

c. Review FY '20 long and short range goals: Tabled until the March 5, 2019 board meeting.

9. New Business:

a. February/March calendar:

*Director Makela distributed the February/March activities calendar.

b. Finance Committee Recommendations: Motion by Kathy Archibald/second by Brian Rice to approve the Fiscal Year 2020 budget with anticipated revenues of \$182,180.00 and anticipated expenses of \$181,600.00. Motion passed.

10. Public Participation:

*Chris Adams spoke highly of the Township attorney and suggested using services as needed.

11. Board Member Comments:

*Brain Rice thanked the board members for their support during the recent passing of his father.

12. Adjournment: President Donna Adams adjourned the meeting at 4:50 p.m.

The next regular board meeting is scheduled for Tuesday, March 5, 2019 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully submitted,

Linda Buck, Secretary

Colleen McGarry, Recording Secretary

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