

Forsyth Township Public Library Board Meeting
Tuesday, January 8, 2019, 3:30 p.m.
Donna Adams Community Room

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Dwight Sunday. A quorum was established.

Board Members Absent: Brian Rice, Kathy Archibald.

Also Present: Forsyth Township Trustee Liaison to the Library Chris Adams, Forsyth Township Public Library Director Leslie Makela and 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 Dwight Sunday/second by Fran Lukkarinen to approve the January 8, 2019 meeting agenda as presented. Motion passed.

3. Public Participation: Chris Adams mentioned that there will be a 1.7 millage sinking fund proposal for the Gwinn Area Community Schools in June.

4. Approval of the Minutes: Motion by Fran Lukkarinen/second by Linda Buck to approve the December 4, 2018 minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

6. Financial Report:

a. November Financials/Book Expenditures:

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

b. Building Status and Current Building Issues:

* President Donna Adams updated the Board on the status of the window counter and seating project. Architect John Larson expects completion by the end of January.

c. Approval of January Bills: Motion by Donna Adams/second by Linda Buck to approve payment of the January bills in the total amount of \$4312.55. Motion passed.

d. Status of Donations:

* Donations total \$5411.56 as of December 31, 2018.

7. Unfinished Business:

a. Fundraising Update:

* Discussion about future fundraising opportunities.

b. Elect Committee Members:

* Brian Rice, Fran Lukkarinen, and Donna Adams were appointed to the 2019 Finance Committee.

* Kathy Archibald, Fran Lukkarinen and Linda Buck were appointed to the Personnel Committee.

* Kathy Archibald, Fran Lukkarinen and Leslie Makela were appointed to the Policy Committee

8. New Business:

a. January/February Calendar:

* Director Makela distributed the January/February activity calendar.

b. Review/Modify Long/Short Range Goals:

* The long range and short range goals were reviewed and modified.

* Short range goals to be completed in the current fiscal year were determined.

c. FY '19 Budget Adjustments: Motion by Donna Adams/second by Linda Buck to revise the Fiscal Year 2018/2019 budget to include the following modifications: Motion passed.

Revenue Amendments:

(567) State Aid \$4,520

(675) Donations \$6,500

(677) Reimbursements \$3,500

Total: \$181,795.00

Expense Amendments:

(702) Salaries & Wages \$89,000

(930) Repairs & Maintenance \$3,265

(717) Employee Insurance \$1,735

(956) Operating Expenses \$15,700

(729) Dues \$3,000

(956.1) Miscellaneous \$3,000

(801) Professional Fees \$1,800

(966) Revolving Fund \$5,000

(910) Flex Spending \$2,500

(979) Capital Outlay \$5,300

Total: \$181,660.00

d. Establish Finance Committee Meeting- FY '20 Budget:

* The next Finance Committee meeting will be held January 15, 2019 at 3:30 p.m.

e. Update Personnel Handbook to Reflect Mandatory Sick Leave, Director Personal Days:

* Director Makela will contact Kathy Archibald and Fran Lukkarinen to schedule a meeting to update the current Personnel Handbook to reflect changes in mandatory sick leave.

9. Public Participation:

* Chris Adams suggested that we donate any unwanted desks or file cabinets to the Police Department.

10. Board Comments:

* Linda Buck asked about snow removal on the roof near the windows.

* Director Makela stated the DPW removes the roof snow as needed.

11. Adjournment: President Donna Adams adjourned the meeting at 4:30 p.m.

The next regular board meeting is scheduled for Tuesday February 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.