

**Forsyth Township Public Library Board Meeting**  
**Wednesday, July 10, 2019, 5:30 p.m.**  
**Donna Adams Community Room**

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

**Board Members Absent:** Dwight Sunday.

**Also Present:** Forsyth Township Public Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams and Recording Secretary Leslie Willig.

**1. Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m.

**2. Approval of Agenda: Motion by Brian Rice/second by Fran Lukkarinen to approve the July 10, 2019 meeting agenda with the addition of 8e. Update Board Member Roster. Motion passed.**

**3. Public Participation:** Chris Adams informed the Board that property reassessments are currently underway in the Township and will likely have an effect on tax rates in the next two to three years.

**4. Approval of Minutes:**

\* **Motion by Linda Buck/second by Fran Lukkarinen to approve the June 4, 2019 meeting minutes as presented. Motion passed.**

\* **Motion by Brian Rice/second by Fran Lukkarinen to approve the June 7, 2019 special meeting minutes as presented. Motion passed.**

**5. Library Director Report:**

\* **Please see written reports for both May and June 2019.**

**6. Financial Report**

**a. May Financials/Book Expenditures:**

\* **As of May 31, 2019, there is a fund balance of \$126,976.96.**

**b. Building Status and Current Building Issues:**

\* Discussion on condition of parking lot and how often sealing should be completed.

\* Director Makela will ask Jet Black what their recommendation is for sealing and striping, and inquire with the Township about working with their contractor next year for sealing.

**c. Approval of July Bills: Motion by Donna Adams/second by Brian Rice to approve payment of the July bills in the total amount of \$9,624.99. Motion passed.**

**d. Status of Donations:**

\* As of June 30, 2019, donations total \$841.00.

**7. Unfinished Business:**

**a. Fundraising Update:**

\* Fran Lukkarinen reported that Tea Party plans are coming together. All branches of military service will be represented in the fashion show.

**b. Fun Daze Book Sale:**

\* Discussion of the Used Book Sale at Gwinn Fun Daze being held on Saturday, July 27, 2019 with Board members and Director Makela claiming time slots. Members of the Fundraising Friends will also volunteer.

**8. New Business:**

**a. July/August Calendar:**

\* Director Makela provided copies of the calendar for Board members.

**b. Increase the Amount of Petty Cash: Motion by Fran Lukkarinen/second by Linda Buck to increase the amount of petty cash on hand to \$50.00. Motion passed.**

**c. Review/Assign Finance, Policy and Personnel Committee Members:**

\* For the remainder of 2019, the Finance Committee will include Donna Adams, Brian Rice and Fran Lukkarinen.

\* The Policy Committee will include Catrina Suardini, Brian Rice and Dwight Sunday.

\* The Personnel Committee will include Linda Buck, Catrina Suardini and Brian Rice.

\* The Personnel Committee will organize the evaluation tool for Director Makela's 2019 performance review. They will meet after the Board meeting on Wednesday, August 14, 2019.

**d. North Oak Bid: Motion by Donna Adams/second by Brian Rice to approve the bid for Fabricated tops and sides 1 7/8" thick with an Oak plywood exterior and black melamine interior & 1/4 "Oak edge band at a cost of \$1,980.00 with installation at a cost of \$375.00 for a total project cost of \$2,355.00 to complete the children's shelving. Motion passed.**

**e. Update Board Member Roster:**

\* All Board members confirmed their contact information. New rosters will be provided at the next meeting.

**9. Public Participation:** Chris Adams suggested looking into working with the Township next year for sealing the parking lot when they hire the contractor for road repairs.

**10. Board Member Comments:**

\* Brian Rice thanked the staff for all of their hard work at the Summer Reading Kick-Off Party.

\* Fran Lukkarinen inquired about the library's insurance policy.

\* Director Makela thanked the Board for volunteering at the Kick-Off party.

**11. Adjournment:** President Donna Adams adjourned the meeting at 6:15 p.m.

The next Library Board meeting is scheduled for Wednesday, August 14, 2019 at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Willig, Recording Secretary

Linda Buck, Secretary

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