

Forsyth Township Library Board Meeting

Tuesday, June 4, 2019, 3:30 p.m.

Donna Adams Community Room

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

Board Members Absent: None.

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 3:30 p.m.

2.Approval of Agenda: Motion by Dwight Sunday/second by Fran Lukkarinen to accept the June 4, 2019 meeting agenda as presented with the addition of 8f: Jean Montgomery as Substitute. Motion passed.

3.Public Participation: Township Liaison Chris Adams asked to speak under agenda item 8d. Permission granted.

4.Approval of Minutes: Motion by Brian Rice/second by Linda Buck to approve the May 7, 2019 meeting minutes as presented. Motion passed.

5.Library Director Report:

*Please see written report.

6.Financial Report:

a. April Financials/Book Expenditures:

* Donna Adams reviewed financials with the Board.

* As of April 30, 2019 there is a fund balance of \$139,902.00.

b. Building Status and current building issues:

*Johnson's Glass Cleaning cleaned all exterior windows and interior windows above ladder height on June 4, 2019.

*Director Makela reported that the new shelving has been delivered for the children's area. Waiting on an installation date from John Larson and Tim Prisk.

c. Approval of June Bills: Motion by Donna Adams/second by Dwight Sunday to approve payment of June bills in the total amount of \$5, 144.80. Motion passed.

d. Status of Donations:

*As of 5/31/2019 Donations Total \$451.00

7.Unfinished Business:

a. Fundraising Update:

*Annual Fundraising Tea Party will be held October 12,2019 at the Little Lake Chapel.

*Planning continues for the Fun Daze Book Sale.

b. Personal Days Policy: Motion by Fran Lukkarinen/second by Linda Buck to approve the Personal Days policy language as presented. Motion passed.

6.10 PERSONAL DAYS:

Effective April 1, 2019, each employee will receive two (2) paid Personal Days at the beginning of each fiscal year running April 1 through March 31. Personal Days will be equal to the employee's longest work day in an average pay period. Personal Days may be used by the employee for any personal reason.

Personal hours may be used in 15-minute (.25) increments.

Unused Personal days will not carry over the next fiscal year. Unused Personal Days will not be paid out upon retirement, termination or if an employee voluntarily leaves their position.

c. Mandatory Sick Leave Policy: Motion by Dwight Sunday/second by Brian Rice to approve the Mandatory Sick Leave Policy language as presented. Motion passed.

6.7 PAID MEDICAL LEAVE

In accordance with the Michigan Paid Medical Leave Act, 2018 Public Act 338, Paid Medical Leave (PML) will be advanced to all employees of the Forsyth Township Public Library at the beginning of each fiscal year starting March 29, 2019. The Library Director will manage/record PML time.

Forty (40) hours of PML will be advanced on April 1 to each employee to be used in compliance with Public Act 338 by the end of each Fiscal Year ending March 31. There shall be no carryover provision and no further accrual.

Paid Medical Leave may be used in 15-minute (.25) increments.

If medical leave lasts more than three (3) consecutive days, reasonable documentation may be required to support eligibility for leave. An employee shall have up to three (3) days to provide such documentation.

New employees shall have a 90-day waiting period before they can use PML. (Note: Despite the 90-day waiting period for PML, the 180-day job performance probationary period for new hires will be retained.)

Unused PML will not be paid out if the employee is terminated, retires or voluntarily leaves their position.

Employees may take Paid Medical Leave for any of the following:

- Physical or mental illness, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to public health emergency
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
- For domestic violence or sexual assault situations, employees may use paid medical leave for any of the following:
 - Medical care or psychological or other counseling
 - Receiving services from a victim services organization
 - Relocation and obtaining legal services
 - Participation in civil and criminal proceedings related to or resulting from the domestic violence or sexual assault

d. Select New Trustee:

*Tabled until a special Board meeting to be held Friday, June 7, 2019 at 1:00 p.m.

e. Elect Vice President:

*Fran Lukkarinen volunteered to serve as Vice President of the Library Board of Trustees.

8. New Business:

a. June/July Calendar

* Director Makela provided the Board with copies of the June/July activity calendar and the Summer Reading Program calendar of events.

b. SRP Kick-off - Monday June 17, 4:30-6:30 p.m.:

*Director Makela gave details of the SRP party progress and program details.

* Board members will volunteer at the party.

c. Fun Daze Book Sale, July, 2019:

*Collection of like new donations continue at the Library for the sale.

d. Offer on Iron Street Property: Motion by Dwight Sunday/second by Donna Adams to reject the current offer of \$12,000.00 for the Iron Street Property and to only consider future offers at the current list price of \$18,500.00. Motion passed.

e. 2019 Meeting Schedule:

* Tabled until the Special Meeting scheduled for Friday, June 7, 2019 at 1:00 p.m.

f. Jean Montgomery-Substitute: Motion by Donna Adams/second by Brian Rice to approve the hiring of Jean Montgomery as a substitute library clerk to be used as needed at a rate of \$10.50 per hour. Motion passed.

9. Public Participation: None.

10. Board Member Comments:

* Brian Rice thanked everyone for their hard work preparing for the Summer Reading Program.

* Linda Buck asked Director Makela how her first semester at school went.

* Dwight Sunday reported that he was unable to attend the last SLC Board Meeting due to health issues.

11. Adjournment: President Donna Adams adjourned the meeting at 4:15 p.m.

A special meeting of the Library Board of Trustees is scheduled for Friday, June 7, 2019 at 1:00 p.m. in the Donna Adams Community Room.

The next regular Library meeting is scheduled for Tuesday, July 9, 2019 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Willig, Recording Secretary

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.