

Forsyth Township Library Board Meeting
Tuesday, March 5, 2019, 3:30 p.m.
Donna Adams Community Room

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

Board Members Absent: Linda Buck.

Also Present: Forsyth Township Public Library Director Leslie Makela, Forsyth Township Trustee Liaison to the Library Chris Adams 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 Agenda: Motion by Dwight Sunday/second by Brian Rice to approve the March 5, 2019 meeting agenda as presented. Motion passed.

3. Public Participation: None.

4. Approval of Minutes: Motion by Kathy Archibald/second by Fran Lukkarinen to approve the February 12, 2019 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Director Makela reported that the library earned just under \$480.00 in free books for the children's collection as a result of the Usborne Books & More Book Fair.

6. Financial Report:

a. January Financials/Book Expenditures:

* Donna Adams reviewed the January financials. As of January 31, 2019, there is a fund balance of \$89,828.78.

b. Building Status and Current Building Issues: Window Washing, Children's Shelving:

* Due to needed budget adjustments, both window washing and children's shelving tabled until the April 2, 2019 Library Board Meeting.

* Director Makela reported that the Department of Public Works removed snow from the roof.

c. Approval of March Bills: Motion by Donna Adams/second by Fran Lukkarinen to approve payment of the March 2019 bills in the total amount of \$2,188.10. Motion passed.

d. Status of Donations:

* Donations total \$6,039.06 as of February 28, 2019.

7. Unfinished Business:

a. Fundraising Update:

* Fran Lukkarinen reported that the 2019 Tea Party Fundraiser will be held on Saturday, October 12, 2019.

b. Discussion: Mandatory Sick Leave, Update Personnel Handbook:

* Upon review of the new Paid Sick Leave Law, it was decided that the Policy Committee would meet to establish a recommendation based on discussion. Tabled until the April 2, 2019 Library Board Meeting.

c. Review FY '20 Long and Short Range Goals:

* The list was reviewed and updated by the Board.

9. New Business:

a. March/April Calendar:

* Director Makela provided copies for Board members.

b. Review Library Closure Policy:

* Upon discussion of the current Weather Closing Policy, it was decided that the Policy Committee would meet to establish a recommendation.

* **Motion by Dwight Sunday/second by Brian Rice to table the discussion of the Weather Closing Policy Review until the April 2, 2019 Library Board Meeting. Motion passed.**

c. Retirement Distribution: Motion by Donna Adams/second by Dwight Sunday to approve retirement payments for Fiscal Year 2020 for Leslie Makela in the amount of \$2,000.00 plus tax liability and for Leslie Willig in the amount of \$500.00 plus tax liability to be distributed by June 1, 2019. Motion passed.

d. Review/Approve Letter of Authorization: Motion by Donna Adams/second by Kathy Archibald to approve the Letter of Authorization for Fiscal Year 2020 with the modification to allow the Payroll/Deputy Clerk to authorize payment of Health Insurance Benefits and to allow the Library Director to approve time sheets for Library Clerk I up to 70 hours per pay period. Motion passed.

April 1, 2019

Modified March 5, 2019

To: Deputy Treasurer and Deputy Clerk, Forsyth Township Board

Re: Authorization for Library Expenditures

With continued compliance with FY '07 audit findings, Forsyth Township Public Library Board will continue to meet monthly to review and approve Library expenditures for the previous month, commencing January, 2009. The following authorizations commencing January, 2009 were modified, and approved, March 2019 for FY '20 commencing April 1, 2019 by the Library Board.

The Bookkeeper/Deputy Treasurer is authorized to pay utilities, i.e. water/sewer, electric, natural gas, phone, clerical services, insurance and Library Credit Card Expenditures.

The Payroll Clerk/ Deputy Clerk is authorized to pay payroll, unemployment tax, retirement benefits, Flexible Spending Account benefits, and Health Insurance premiums.

The Library Director will review and authorize for payment those goods and services approved through Library Board action.

Dues: The Library Director will authorize payment to Superiorland Library Cooperative (50% of our State Aid payment) and Upper Peninsula Region of Library Cooperation.

Repairs/Maintenance, Misc. and Office Supplies: The Library Director is approved to authorize payment up to \$500. For any amount greater than \$500, the designated Library Trustee will review and authorize payment.

Subscriptions and Books: Library Director has authorization to approve payment within budget amounts established in fiscal year budget.

Payroll:

Library Clerk I: The Library Director has authorization to approve time sheets for Library Clerk I up to 70 hours per pay period.

Library Clerk II's: The Library director has authorization to approve time sheets for Library Clerk II's up to 125 hours per pay period.

Cleaning Staff: The Library director has authorization to approve time sheets for cleaning staff up to 20 hours per pay period.

Library Director: The designated Library Trustee will authorize the time sheet for Library Director up to 80 hours per pay period plus any overtime approved by the Library Board.

Changes to these hours are subject to prior Library Board approval, when possible, except in the case of an emergency.

The Forsyth Township Public Library Board understands rules governing expenditures will change over time. It is the intent of the Library Board to review authorization practices for expenditures annually.

e. Budget Adjustments FY '19: Motion by Donna Adams/second by Fran Lukkarinen to amend the Fiscal Year 2019 budget with the following modifications: Motion passed.

Revenue Amendments:

(441) PPT-PILT \$911.00

Total Revenue: \$174,806.00

Expense Amendments:

(719) Unemployment Tax	\$1,000.00	(956) Operating	\$13,700.00
(727) Office Supplies	\$6,000.00	(956.1) Miscellaneous	\$2,000.00
(910) Insurance	\$1,250.00	(982) Books	\$16,000.00
(920) Utilities	\$5,000.00		

Total Expenses: \$174,110.00

f. Budget Adjustments FY '20: Motion by Donna Adams/second by Fran Lukkarinen to amend the Fiscal Year 2020 budget with the following modifications: Motion passed.

Revenue Amendments:

(441) PPT-PILT \$0.00

Total Revenue: \$174,280.00

Expense Amendments:

(719) Unemployment Tax	\$1,200.00	(920) Utilities	\$5,000.00
(728) Subscriptions	\$1,750.00	(956) Operating	\$13,700.00
(801) Professional Fees	\$2,000.00	(956.1) Miscellaneous	\$5,600.00
(910) Insurance	\$1,250.00	(982) Books	\$16,500.00

Total Expenses \$174,200.00

10. Public Participation:

* Chris Adams commented on current and upcoming Township projects.

11. Board Member Comments:

* Dwight Sunday updated the Board on the Superiorland Library Cooperative. Director Shawn Andary is back at work.

* Fran Lukkarinen complimented the updates to the Gwinn Clubhouse.

12. Adjournment: President Donna Adams adjourned the meeting at 4:57 p.m.

The next regular Library Board meeting is scheduled for Tuesday, April 2, 2019 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Makela, Library Director

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.