

Forsyth Township Library Board Meeting
Tuesday, May 7, 2019, 3:30 p.m.
Donna Adams Community Room

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

Board Members Absent: Kathy Archibald and Dwight Sunday.

Also Present: Forsyth Township Public Library Director Leslie Makela and Forsyth Township Trustee Liaison to the Library Chris Adams.

1. **Call to Order:** Present Donna Adams called the meeting to order at 3:30 p.m.
2. **Approval of Agenda: Motion by Brian Rice/second by Linda Buck to approve the May 7, 2019 agenda as modified, 8.f. Clerk Job Description. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Fran Lukkarinen/second by Brian Rice to approve the April 2, 2019 meeting minutes as modified. Motion passed.**
5. **Library Director Report:**
*Please see written report
6. **Financial Report:**
 - a. **March Financials/Books Expenditures:**
* Financial summary not available.
 - b. **Building status and current building issues:**
* Johnson Glass Cleaning is scheduled to clean/wash windows the first week in June.
 - c. **Approval of May Bills: Motion by Donna Adams/second by Linda Buck to approve payment of May 2019 bills in the total amount of \$4,289.76. Motion passed.**
 - d. **Status of Donations:**
* Donations total \$31.00 as of April 30, 2019.
7. **Unfinished Business:**
 - a. **Fundraising Update:**
* Planning continues for the Fun Days (July 27) Book Sell.
* Planning continues for the October Tea (October 12). Military uniforms will be available for the fashion show. Brian will check on the availability of male models. Little Lake Chapel is available for the October Tea.
 - b. **Library Closure Policy: Motion by Donna Adams/second by Brian Rice to approve the Library Closure Policy as modified. Motion Passed.**

6.8 WEATHER CONDITION CLOSURE POLICY

Effectively immediately, May 7, 2019: When the Gwinn Community Schools are closed due to weather conditions that make driving hazardous, the Library will delay opening until 12:00 p.m. All scheduled staff will report at their scheduled time or at 11:30 a.m. to prepare the Library for opening, whichever comes first.

If weather conditions are not improving, the Director will make an informed decision on whether to open the Library as planned or remain closed for the remainder of the business day. If the Library remains closed, all scheduled staff will be paid for their entire shift.

Employees scheduled to work prior to 11:30 a.m. will be paid for time missed due to weather delay. If a scheduled employee is unable to report to work, regular personnel guidelines apply.

- c. **Recording Secretary:** Staff member Leslie Willig has agreed to serve as Recording Secretary beginning June, 2019.
- d. **Computer Upgrades: Motion by Donna Adams/second by Linda Buck to approve the purchase of two computers, not to exceed \$1600. Motion passed.**
- 8. **New Business:**
 - a. **May/June Calendar:**
 - * Director Makela provided copies of the calendar.
 - b. **SRP Kick-off:**
 - * The Summer Reading Program Kick-off party will be held Monday, June 17, 2019 from 4:30 p.m. to 6:30 p.m. The 2019 theme will be “A Universe of Stories”. Hot dogs, popcorn and ice creams treats will be served. Volunteers will be needed. Superior Face Painting will be available. Troy Graham will provide music.
 - c. **Resignation of Vice President Kathy Archibald: Motion by Donna Adams/second by Brian, to accept the resignation of Vice President Kathy Archibald with regret. Motion passed with one descending vote.**
 - * Letters of Interest by prospective Trustees are due by the close of business, Friday, May 31, 2019. Donna Adams will invite those submitting letters to attend the June 4th meeting for an informal meet and interview. The need for a Trustee will be advertised on Facebook, Forsyth Township Public Library Website, word of mouth and posters within the Library.
 - d. **September Board Meeting Date:** Tabled.
 - e. **Street Dance, July 3rd. Early Closure: Motion by Donna Adams/second Brian Rice to close the Library on July 3, 2019 at 5:00 p.m. and delay Library closure on Halloween, October 31, 2019 until 7:00 p.m. Motion passed.**
 - f. **Clerk Job Description:** Modification to Clerk Job Description not pursued since Leslie Willig has volunteered as Recording Secretary.
- 9. **Public Participation:** Chris Adams commented, “Good meeting.”
- 10. **Board Member Comments:** Fran Lukkarinen expressed regret at the resignation of Kathy Archibald.
- 11. **Adjournment:** President Donna Adams adjourned the meeting at 4:16 p.m.

The next regular Library Board meeting is scheduled for Tuesday, June 4, 2019 at 3:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Donna Adams
President, Forsyth Township Public Library Board

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.