

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, September 11, 2019, 5:30 p.m.
Donna Adams Community Room

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Catrina Suardini, and Brian Rice. 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.

1. **Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m.
2. **Approval of Agenda: Motion by Fran Lukkarinen/second by Linda Buck to approve the September 11, 2019, meeting agenda with the addition of 8d. MLA (Michigan Library Association) and 8e. Circulation Policy. Motion passed.**
3. **Public Participation:** None
4. **Approval of Minutes: Motion by Linda Buck/second by Catrina Suardini to approve the August 14, 2019, meeting minutes as presented. Motion passed.**
5. **Library Director Report:**
 - Please see written report.
 - Director Makela proposed a possibility of hosting the authors of *YooperNatural Haunts* for a \$250 program fee plus mileage and lodging. There is a possibility of a mini-grant and also sharing expenses with some other locations near to here. Director Makela inquired as to interest in hosting and the Board indicated that there was interest.
6. **Financial Report**
 - 6b. **Building Status and Current Building Issues:** Carpet cleaning at the library will occur on September 16, 2019, and Director Makela indicated that she would inquire with the township about having the HVAC system inspected.
 - 6c. **Approval of September Bills: Motion by Donna Adams/second by Fran Lukkarinen to approve payment of the September bills in the total amount of \$2,995.06. Motion passed.**
7. **Unfinished Business:**
 - 7a. **Fundraising Update:** The tickets are here for the tea and Fran Lukkarinen is working on collecting more uniforms. Leslie Makela's father will emcee as the previous host was in a motorcycle accident. Donna Adams is working on the food. Fran Lukkarinen indicated that she needed someone to sell raffle tickets at the tea and Brian Rice offered to do so.
 - 7b. **Discussion: Iron Street Property:** Donna Adams indicated that it would cost \$400-\$500 to title the Iron Street property in the school's name per the lawyer. The Board agreed that Donna Adams would try to set up a meeting with Superintendent Petrovich to discuss this issue.
8. **New Business:**
 - 8a. **September/October Calendar:** On September 24th and 25th there will be classes scheduled to attend the library from the local schools.
 - 8b. **Update: Meeting of Focus Group:** Director Makela and Fran Lukkarinen reported they were impressed with the focus group they attended. Major issues discussed were better access to groceries, better public relations for Sawyer, public transportation, and access to services.

8c. Library Clerk II Vacancy: Colleen's last day of work is September 17, 2019. Jean Montgomery will begin filling in as able. Tammy will absorb some of the desk hours leaving the cleaning position vacant as well. It was agreed that both the clerk and the cleaning positions should be advertised in the Mining Journal as soon as possible.

8d. MLA (Michigan Library Association): Director Makela will attend the MLA meeting downstate on October 17, 2019 in Novi, Michigan. **Motion by Donna Adams/second by Brian Rice to cover her travel expenses, including one night of lodging and mileage not to exceed \$500.00. Motion passed.**

8e. Circulation Policy Update: The new circulation policy language was reviewed. **Motion by Brian Rice/second by Linda Buck to approve the new policy and language. Motion passed.**

Forsyth Township Public Library

Circulation Policy

A. Registration

All borrowers must be registered and must have a valid patron card to borrow library materials. Patrons must be at least 5 years old* in order to fill out an application form to register for a library card. Our service area includes the residents of Forsyth Township.

Applicants under 18 years of age must have a parent or guardian give their consent on the registration card before a new card can be issued. Parents are responsible for the items that their children check out.

B. Lost Cards

All patrons are required to present their library cards when they intend to check out items, renew items, place staff-assisted holds or to use the public computers.

Library items that have been placed on hold by a patron must be checked out to that patron's account only. If you send another individual to pick up your library items, that person must present your library card. Library staff assume that any person in possession of your library card has permission to use your library card for circulation purposes. If you suspect your card is being used without your permission, please report your suspicions to Library staff.

Library cards are non-transferable when using public computers (please see Computer Use & Internet Policy).

If a card is lost, there will be a \$3.00 replacement fee.

C. Loan Periods

1. For books and audiobooks on CD, there is a three-week loan period.
2. The loan period for DVDs and non-current periodicals is one week.
3. Reference books do not circulate. Upon request, some reference materials may be checked out overnight.
4. Loans on new materials are not renewable; however, all others may be renewed provided they have not been requested by another patron.
5. Interlibrary loans (ILL) are due the date indicated.
6. Current issues of periodicals do not circulate.

The library director may establish the loan period for special collections and materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format.

If a class or group of people is using materials in one particular subject area, the library staff may suggest a limit on how many items are checked out by one individual.

There is a total limit of 50 items a patron/family can have checked out at one time, with these exceptions:

1. Two items when a patron first registers and receives a library card, so as to establish good standing*.
2. If a patron or a minor in the family has overdue books, or an overdue bill.
3. If a patron or a minor in the family has been consistently delinquent in returning materials, he/she will have limited checkout privileges until good standing* is regained.

The total may include up to 4 DVDs per family, 6 Audio Books, and 6 periodicals. Only adults are able to check out DVDs.

Interlibrary loan is a service for library patrons in good standing*. Patrons are responsible for all lost or damaged materials and are required to pay all fines and fees assessed by the lending library.

D. Reserves

Reserves may be placed by patrons either in person, over the phone, or on the Internet. Patrons will be notified by telephone and/or email when the materials are available. Email service is available to patrons with an email address on record. There is no charge for placing a reserve. Materials must be picked up in five business days, or they will be returned to the lending library.

E. Fines and Charges

On the 15th day past the due date, overdue fines accrue at a rate of .25 per item per day.

An overdue notification is mailed 7 days past the due date. A bill for the unreturned items is mailed 30 days past the due date for the cost of replacement plus a processing fee for each item. If the items are returned undamaged, the amount owed is reduced to the overdue portion (number of days' late x .25).

Patrons who have been sent an overdue notice for their own materials or for a minor's materials are denied library privileges until materials are returned or paid for. In the case of a minor, library privileges will be denied both the minor and his/her parents until fees are paid. Non-payment of fees is considered a misdemeanor.

Patrons who have fees of \$1.00 or more will be denied library privileges. Parents of a minor who owes \$1.00 or more will also be denied library privileges.

If a patron returns materials that are deemed damaged by library staff, the patron must pay for their replacement or repair, as necessary.

G. Confidentiality

The Forsyth Township Public Library adheres to the American Library Association Code of Ethics regarding the protection of the confidentiality of its users.

*A library patron in good standing returns library materials in a timely fashion and in good condition and has no outstanding library fines or bills.

- 9. Public Participation:** Chris Adams indicated that he felt that the fact that Donna Adams won the 2019 Heart of a Champion Award was due to the effort of many people and that it was a team effort. He felt there was a potential for a story to be done, perhaps on the Up Side for TV-6.
- 10. Board Member Comments:** Everyone congratulated Donna Adams on winning the 2019 Heart of a Champion Award.
- 11. Adjournment:** President Donna Adams adjourned the meeting at 6:20 p.m.

The next Library Board meeting is scheduled for Wednesday, October 9, 2019, at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Catrina Suardini, Trustee

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.