

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, August 12, 2020, 5:30 p.m.

VIA ZOOM PHONE CONFERENCE

Zoom Meeting ID: 863 6055 3348

Password: Forsyth

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

Board Members Absent: None

Also Present: Forsyth Township Public Library Director Leslie Makela

1. **Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m. via Zoom meeting.
2. **Approval of Agenda: Motion by Brian Rice/second by Linda Buck to approve the August 12, 2020, agenda with the addition of 7d COVID19 Preparation Update, 8a Window Washing Bids, and 8b Library Calendar, motion passed by roll call vote.**
3. **Public Participation:** Chris Adams indicated that he believes it is a good idea for the Board to be conservative with funds as there is no State budget and we are unlikely to recoup lost money.
4. **Approval of Minutes: Motion by Dwight Sunday/second by Fran Lukkarinen to approve the July 8, 2020, meeting minutes as presented. Motion passed by roll call vote.**
5. **Library Director Report:** Director Makela indicated that the \$500.00 PPE grant was received on August 3, 2020.
6. **Financial Report**
 - Director Makela indicated that an employee of the Gwinn Inn was cutting the grass and their mower threw a rock that broke a window. Director Makela will call the insurance company regarding the window.
 - The Board instructed Director Makela to get a bid for carpet cleaning from All Seasons Carpet Care and Restoration.
 - There is an addition of a bill for Baker & Taylor for \$732.05 to the monthly bills for August. **Motion by Donna Adams/second Dwight Sunday to approve the August monthly bills totaling \$3,399.71. Motion passed by roll call vote.**
 - Brian Rice will check with the T-shirt company to find out how often the library will receive a profit check for the t-shirt fundraiser.
7. **Unfinished Business:**
 - Donna Adams inquired if it would be possible to get children's T-shirts added to the fundraiser. Brian Rice will check into this.
 - **Motion by Donna Adams/second by Fran Lukkarinen to approve a non-resident fee to begin January 1, 2021, with the fee applying to an individual not family, with an annual fee of \$50 and a 3-month seasonal fee of \$25, and a fee of \$5 to use computers each time unless one of the above memberships is paid, or patron is a resident of Forsyth Township. Motion passed by roll call vote.**
 - Director Makela indicated that there were 90 children enrolled in the summer reading program, which ends August 21, 2020. Over half of the

children are participating and everyone feels the craft bags are an excellent idea.

- Director Makela will work on updating the COVID 19 preparedness plan to comply with executive orders as they are given.

8. New Business:

- There is a significant difference in price for the window washing bids with Johnson's being \$325 and All Seasons being \$119. It was decided to wait until mid-September to have the windows cleaned.
- **Motion by Dwight Sunday/second by Linda Buck to approve the bid for \$119 from All Seasons for window washing. Motion passed by roll call vote.**

9. Public Participation: None.

10. **Board Member Comments:** By the end of the meeting Brian Rice reported that the T-shirt company will add youth t-shirts, hoodies, and tote bags to the fundraiser and that the library will receive checks for the profits.

11. **Adjournment:** President Donna Adams adjourned the meeting at 6:10 p.m.

The next Library Board meeting is scheduled for Wednesday, September 9, 2020, at 5:30 p.m. via Zoom.

Respectfully Submitted,

Catrina Suardini

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.