

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, December 9, 2020, 5:30 p.m.

VIA ZOOM PHONE CONFERENCE

Zoom Meeting ID: 848 4771 0989

Password: Forsyth

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Brian Rice, and Catrina Suardini. 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 Fran Lukkarinen/second by Linda Buck to approve the December 9, 2020, agenda with the addition of 8.f. Establish Date of Finance Meeting, motion passed by roll call vote.
3. **Public Participation:** None
4. **Approval of Minutes:** Motion by Catrina Suardini/second by Linda Buck to approve the November 18, 2020 meeting minutes as presented. Motion passed by roll call vote.
5. **Library Director Report:** See written report
6. **Financial Report**
 - Director Makela indicated that she submitted the broken window to the insurance and is unsure what the deductible is at this time.
 - Motion by Donna Adams/second by Brian Rice to approve payment of December 2020 bills in the amount of \$3,156.41. Motion passed by roll call vote.
7. **Unfinished Business:**
 - The Board agreed to revisit the library hours later in the year since the State has extended the restrictions order due to COVID 19.
8. **New Business:**
 - At this time to replace money in the Flexible Spending Accounts of each employee, it appears that \$2,205.96 plus one employee's final usage this year will need to be replaced. Motion by Donna Adams/second by Fran Lukkarinen to approve replenishment of the Flexible Spending Accounts of \$2,500.00. Motion passed by roll call vote.
 - After discussion by the Board, there was a Motion by Fran Lukkarinen/second by Linda Buck to elect Donna Adams as President, Brian Rice as Vice-President, and Linda Buck as Secretary of the library board. Motion passed by roll call vote.
 - It was decided that for the upcoming year the Board meetings will remain on the second Wednesday of each month at 5:30 p.m.
 - The Board agreed that none of the Trustees would like a stipend.
 - The Board discussed the Director Evaluation and unanimously agreed that Director Makela is doing an excellent job navigating all of the changes this year.
 - The Finance Committee will have a Zoom meeting on January 8, 2021, at 1:00 p.m.

9. Public Participation: None

10. Board Member Comments: Donna Adams reminded everyone that it is important that we show interest in attending Township Board meetings and that we will be getting a new liaison to the board appointed by Supervisor Joe Boogren. The next Township Board meeting will be held on December 17, 2020.

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

The next Library Board meeting is scheduled for Wednesday, January 13, 2021, at 5:30 p.m. with the location to be decided.

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.