

**FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING**  
**Wednesday, February 12, 2020, 5:30 p.m.**  
**Donna Adams Community Room**

**Board Members Present:** Donna Adams, Fran Lukkarinen, Linda Buck, and Catrina Suardini. A quorum was established.

**Board Members Absent:** Brian Rice and 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 February 12, 2020, agenda passed.
3. **Public Participation:** None
4. **Approval of Minutes:** Motion by Linda Buck/second by Catrina Suardini to approve the January 2020, meeting minutes as presented. Motion passed.
5. **Library Director Report:**
6. **Financial Report**
  - 6c. **Approval of February Bills:** Motion by Fran Lukkarinen/second by Linda Buck to approve payment of the February bills in the total amount of \$1,680.30. Motion passed.
7. **Unfinished Business:**
  - The three top choices for long range goals of FY'21 are to replace the tables/chairs, replace magazine rack, and maintenance for the Geochron.
  - Director Makela will purchase swivel stands for the employee computers in fiscal year 2021.
  - Donna Adams would like to make a goal for within the next 18-24 months that we ask the current architects to do a drawing for a new circulation desk.
  - Donna Adams proposed a change to the FY '21 budget to increase Operating Expenses to \$17,500.
  - 7d. **Approval of 2021 Budget:** Motion by Donna Adams to approve the 2021 budget with \$173,500 in revenue, and \$173,420 expenses/second by Linda Buck. Motion passed.
  - 7e. Motion by Donna Adams to move \$25,000.00 from 2020 fiscal year fund balance to the revolving fund effective February 12, 2020/second by Fran Lukkarinen. Motion passed.
  - 7e. Motion by Donna Adams to make a fiscal year 2020 budget adjustment to line item 966 Transfer to Revolving Fund in the amount of \$25,000 from the fund balance as of February 12, 2020/second by Fran Lukkarinen. Motion passed.
  - Motion by Donna Adams to reinvest the current CD of \$10,000 plus interest upon maturity and the \$25,000 from the fund balance to a one-year CDARS account at M Bank with an interest rate of 1.40%/second by Linda Buck. Motion passed.

**8. New Business:**

- **8b. Motion by Donna Adams to approve longevity pay of \$500 plus tax liability to Leslie Willig the first pay period of April 2020/ second by Catrina Suardini. Motion passed.**
- **8.f. After research, the cost of the security pendant plus receiver is \$460. Each additional pendant is \$93. Motion by Fran Lukkarinen to approve the purchase of one pendant and receiver/second by Donna Adams. Motion passed.**

**9. Public Participation:** Chris Adams suggested going high on the summer reading grant application. He also suggested that there was a grant opportunity for purchasing kid's tables and chairs.

**10. Board Member Comments:** None.

**11. Adjournment:** President Donna Adams adjourned the meeting at 6:35 p.m.

The next Library Board meeting is scheduled for Wednesday, March 11, 2020, at 5:30 p.m. in the Donna Adams Community Room.

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.