

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, January 8, 2020, 5:30 p.m.

Donna Adams Community Room

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

Board Members Absent: Catrina Suardini.

Also Present: Forsyth Township Public Library Director Leslie Makela and 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 Dwight Sunday/second by Linda Buck to approve the January 8, 2020 meeting agenda as presented. Motion passed.**
3. **Public Participation:** Chris Adams reminded board members to complete their paperwork for the November election if they choose to run for the Library Board. He also suggested the Library Board consider a vision study to discuss future library expansion with the community.
4. **Approval of Minutes: Motion by Fran Lukkarinen/second by Brian Rice to approve the December 11, 2019 meeting minutes as presented. Motion passed.**
5. **Library Director Report:** Please see written report.
 - Director Makela also reported that the library credit card was compromised. The old card was cancelled, and a new one was issued by Wells Fargo.
6. **Financial Report:**
 - **6c. Approval of January Bills: Motion by Donna Adams/second by Linda Buck to approve payment of the January 2020 bills in the total amount of \$3,013.33. Motion passed.**
 - **6d. Status of Donations:** Donations total \$4,995.00 as of December 31, 2019.
7. **Unfinished Business:**
 - Discussion of new fundraising ideas.
8. **New Business:**
 - **8b.FAX Policy Modification: Motion by Donna Adams/second by Dwight Sunday to update the Library Services Policy to extend fax services to Saturdays until 12:15 p.m. as staff time allows. Motion passed.**
 - **8c. FY '20 Budget Modifications: Motion by Dwight Sunday/second by Fran Lukkarinen to revise the Fiscal Year 2019/2020 budget to include the following modifications: Motion passed.**

Revenue Amendments:

| | |
|--------------------------------|------------|
| (432) Payment in Lieu of Taxes | \$5,440.00 |
| (540) Grants | 250.00 |
| (567) State Aid | 4,940.00 |
| (655) Penal Fines | 15,000.00 |

Total Revenue = \$173,890.00

Expense Amendments:

| | |
|-----------------------------------|-------------|
| (702) Salaries & Wages | \$93,000.00 |
| (715) Payroll Taxes | 7,500.00 |
| (719) Unemployment Tax | 1,850.00 |
| (727) Office Supplies | 6,500.00 |
| (801) Professional Fees | 2,750.00 |
| (910) Insurance | 1, 500.00 |
| (910.1) Flex Spending | 500.00 |
| (920) Utilities | 4, 250.00 |
| (923) Fuel | 1,500.00 |
| (956) Operating | 12,000.00 |
| (956.1) Miscellaneous | 3,000.00 |
| (975) Capital Outlay- Furnishings | 6,250.00 |
| (982) Books | 15,000.00 |

Total Expenses = \$174,450.00

- **8d. Transfer Funds to Revolving Fund: Motion by Donna Adams/second by Fran Lukkarinen to transfer \$25,000.00 to the Revolving Fund. Motion passed.**
- **8e. FY '21 Draft Budget Discussion:** Donna Adams reported the recommendations of the Finance Committee for the Fiscal Year 2020/2021 budget. Further discussion tabled until the February 12, 2020 meeting.
- **Motion by Donna Adams/second by Linda Buck to increase the hourly wage of each employee by 1.6% in Fiscal Year 2021 effective April 1, 2020. Motion passed. The hourly wages will be as follows:**
Leslie Makela \$17.28 Tammy Castle \$11.48
Leslie Willig \$13.32 Erin Piefer \$10.67
Bonnie Forgette \$12.30 Breanna Brolin \$10.16
- **8f. Review, Modify Short/Long Range Goals for 2020:** Brian Rice will contact Skye Migda, the art teacher at the Gwinn Schools to see if there would be interest for her students to create a painting for the Teen area to replace the faded art work.

9. Public Participation: None.

10. Board Member Comments:

- Dwight Sunday mentioned that Trustees are also invited to attend the Small and Rural Libraries Conference being held in April.
- Linda Buck thanked the Finance Committee for their work on the budgets.

11. Adjournment: President Donna Adams adjourned the meeting at 6:40 p.m.

The next Library Board meeting is scheduled for Wednesday, February 12, 2020 at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Makela, Director

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.