

**FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING**

**Wednesday, July 8, 2020, 5:30 p.m.**

**VIA ZOOM PHONE CONFERENCE**

Zoom Meeting ID: 865 4888 4086

Password: Forsyth

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

**Board Members Absent:** Dwight Sunday and Catrina Suardini.

**Also Present:** Forsyth Township Public Library Director Leslie Makela

**Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m. via Zoom.

1. **Approval of Agenda: Motion by Brian Rice/second by Linda Buck to approve the July 8, 2020 meeting agenda as presented. Motion passed by roll call vote.**
2. **Public Participation:** None
3. **Approval of Minutes: Motion by Fran Lukkarinen/second by Brian Rice to approve the June 10, 2020 meeting minutes as presented. Motion passed by roll call vote.**
4. **Library Director Report:** Please see written report.
6. **Financial Report**
  - The library did receive the second State Aid payment for this fiscal year in the amount of \$2,488.40 after concerns over the effects of COVID-19 on the state budget.
  - Discussion of having the windows cleaned in the fall. Director Makela will seek estimates from Johnson Glass Cleaning and All Seasons Carpet Care upon recommendation by Brian Rice.
  - **Approval of July Bills: Motion by Donna Adams/second by Linda Buck to approve payment of July bills in the total amount of \$6,111.28. Motion passed by roll call vote.**
7. **Unfinished Business:**
  - **Fundraising Update:** Brian Rice presented the Board with the t-shirt design for the proposed fundraiser. After discussion of profit margin, shirt colors, copyright on images and shirt brands, the consensus was to allow Brian to move forward with the final design.
  - Director Makela reported that the library will remain in Phase 3 of the Re-Opening Plan for the foreseeable future.
8. **New Business:**
  - **Proposed Fiscal Year 2021 Budget Adjustments:** Donna Adams reviewed the recommendations from the Finance Committee for future budget adjustments
  - **Summer Reading Program:** Director Makela reported that the Summer Reading Program will begin on Wednesday, July 15, 2020. All affiliated events will be done by pick-up with minimal contact.
  - **Discussion: Non-Resident Fee:** Fran Lukkarinen, Linda Buck, Donna Adams, and Director Makela will form the committee to gather the information and make recommendations at the August 12, 2020 Library Board Meeting.

**9. Public Participation:** None.

**10. Board Member Comments:** Donna Adams thanked everyone for a productive meeting.

**11. Adjournment:** President Donna Adams adjourned the meeting at 6:22 p.m.

The next Library Board meeting is scheduled for Wednesday, August 12, 2020, at 5:30 p.m. in the Donna Adams Community Room. If a remote Zoom meeting is required, details will be made public.

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.