

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, June 10, 2020, 5:30 p.m.

VIA ZOOM PHONE CONFERENCE

Zoom Meeting ID: 812 7385 1599

Password: Forsyth

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Brian Rice, and Catrina Suardini. Dwight Sunday joined the meeting at 5:37 p.m. A quorum was established.

Board Members Absent: None

Also Present: Forsyth Township Public Library Director Leslie Makela; One member of the public

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 June 10, 2020, agenda with the addition of 6.c. Adjustment to Fiscal Year 2021 Budget Revenue, motion passed by roll call vote.
3. **Public Participation:** None
4. **Approval of Minutes:** Motion by Brian Rice/second by Fran Lukkarinen to approve the May 2020, meeting minutes as presented. Motion passed by roll call vote.
5. **Library Director Report:**
6. **Financial Report**
 - The library received \$2,446.42 in State Aid in the month of April. This is missing on the printed financial report.
 - **Approval of June Bills with the addition of a Charter bill of \$59.97 bringing total June bills to \$2,937.73: Motion by Donna Adams/second by Dwight Sunday to approve payment of the June bills in the total amount of \$2,937.73. Motion passed.**
 - Donna Adams reported that the township lost \$200,000-\$250,000 in revenue this year. The library's portion of the loss is \$6,000, so the library will receive \$44,000. **Motion by Donna Adams/second by Linda Buck to change the 2021 budget to change Transfer from General Operating to \$44,000 from \$50,000, and to change total revenue to \$179,000. Motion passed by roll call vote.**
 - It was decided that the \$6,000 decrease in revenue will come out of the capital outlay portion of the budget.
7. **Unfinished Business:**
 - Donna Adams spoke to Bill Rowe of the Gwinn Lions Club who indicated that there will be no Fun Daze this year, and therefore, the book sale that is usually held as a fundraiser needs to be rescheduled.
 - Donna Adams reported that she contacted the Little Lake Chapel to cancel the room there since this year's annual tea is cancelled for October.
 - Brian Rice indicates he will work on getting a logo for the T-shirt fundraiser over the summer.

8. New Business:

- Employees will be checking their temperature at home and then signing a Health Screening Questionnaire once they arrive at work developed by the health department.
- Brian Rice questioned the need for using gloves during curbside service rather than washing hands and using sanitizer since gloves need to be changed for each customer. It was decided that it was important to show that the gloves were used when going to cars as customers would not be able to see the use of hand sanitizer or the employee washing their hands.
- Director Makela filed for the \$500 PPE grant and said that all grants will be approved and should come through in July.
- **Motion by Dwight Sunday/second by Catrina Suardini to approve the presented Preparedness Plan. Motion passed by roll call vote.**
- Donna Adams requested that finance committee meet to look at the financial ability to be open for Saturday hours since more than one employee will be required to be open.
- **Motion by Linda Buck/second by Fran Lukkarinen to approve the phased opening plan. Motion passed by roll call vote.**

9. Public Participation: None.

10. Board Member Comments: Donna Adams said Director Makela is doing a remarkable job keeping up with the various documents and decisions on a daily basis. Brian Rice suggested a Facetime walk-through video to show how to get books from the library during this time, especially how to put a hold on the book.

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

The next Library Board meeting is scheduled for Wednesday, July 8, 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,

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.