

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, March 11, 2020, 5:30 p.m.
Donna Adams Community Room

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

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 Dwight Sunday/second by Linda Buck to approve the March 11, 2020, agenda with the addition of 8.h. Pandemic Policy, motion passed.**
3. **Public Participation:** None
4. **Approval of Minutes: Motion by Dwight Sunday/second by Fran Lukkarinen to approve the February 2020, meeting minutes with a correction to add the names of absent members. Motion passed.**
5. **Library Director Report:**
 - Per Director Makela the panic button necklace has arrived and been installed. The employees will be shown how to use the buttons at the staff meeting to be held on March 17, 2020.
 - Director Makela was interviewed by the Mining Journal for an article about the library to be included in the Progress Journal on March 24, 2020.
 - Director Makela created a new evaluation tool for next month's employee reviews.
6. **Financial Report**
 - It is believed that the leak in the roof was caused by a buckled seam. This has now been fixed and the problem seems to have been solved.
 - **6c. Approval of March Bills: Motion by Donna Adams/second by Brian Rice to approve payment of the March bills in the total amount of \$2,027.87. Motion passed.**
7. **Unfinished Business:**
 - The fundraising committee indicates that the church in Little Lake was not available for their first selection of a date for the Annual Tea. The date of October 3, 2020, has been chosen for the tea.
 - The Board requested that Brian Rice obtain more information on the TEEGORA program for fundraising efforts.
8. **New Business:**
 - **8b. Motion by Donna Adams to distribute \$2,000.00 plus tax liability in retirement funds to Leslie Makela and \$500.00 plus tax liability in retirement funds to Leslie Willig by June 1, 2020/ second by Dwight Sunday. Motion passed.**

- **8c. Motion by Fran Lukkarinen to approve the Letter of Authorization as updated/ second by Linda Buck. Motion passed.**
April 1, 2020

To: Deputy Treasurer and Deputy Clerk, Forsyth Township Board

Re: Authorization for Library Expenditures

With continued compliance with FY '07 audit findings, Forsyth Township Public Library Board will continue to meet monthly to review and approve Library expenditures for the previous month, commencing January, 2009. The following authorizations commencing January, 2009 were modified, and approved, March 2020 for FY '21 commencing April 1, 2020 by the Library Board.

The Bookkeeper/Deputy Treasurer is authorized to pay utilities, i.e. water/sewer, electric, natural gas, phone, clerical services, insurance and Library Credit Card Expenditures.

The Payroll Clerk/ Deputy Clerk is authorized to pay payroll, unemployment tax, retirement benefits, Flexible Spending Account benefits, and Health Insurance premiums.

The Library Director will review and authorize for payment those goods and services approved through Library Board action.

Dues: The Library Director will authorize payment to Superiorland Library Cooperative (50% of our State Aid payment) and Upper Peninsula Region of Library Cooperation.

Repairs/Maintenance, Misc. and Office Supplies: The Library Director is approved to authorize payment up to \$500. For any amount greater than \$500, the designated Library Trustee will review and authorize payment.

Subscriptions and Books: Library Director has authorization to approve payment within budget amounts established in fiscal year budget.

Payroll:

Library Clerk I: The Library Director has authorization to approve time sheets for Library Clerk I up to 70 hours per pay period.

Library Clerk II's: The Library director has authorization to approve time sheets for Library Clerk II's up to 125 hours per pay period.

Cleaning Staff: The Library director has authorization to approve time sheets for cleaning staff up to 20 hours per pay period.

Library Director: The designated Library Trustee will authorize the time sheet for Library Director up to 80 hours per pay period plus any overtime approved by the Library Board.

Changes to these hours are subject to prior Library Board approval, when possible, except in the case of an emergency.

The Forsyth Township Public Library Board understands rules governing expenditures will change over time. It is the intent of the Library Board to review authorization practices for expenditures annually.

- **8d. Motion by Brian Rice to close the library on July 3, 2020, for the holiday/second by Fran Lukkarinen. Donna Adams opposed. Motion passed.**
- **8e. Motion by Linda Buck to approve the following modifications to the proposed budget fiscal year 2021/second by Catrina Suardini. Motion passed.**

Revenue Amendments:

Current Taxes \$94,000.00
Delinquent Taxes \$6,500.00
Total Revenue = \$185,000.00

Expense Amendments:

Operating Expenses	\$15,500.00
Capital Outlay - Furnishings & Equipment	\$14,000.00
Total Expenses =	\$185,420.00

- **8g. Motion by Dwight Sunday to remove inclement weather from 3.10 of the Employee Handbook and in Paragraph 6.8 to change the words “will delay” to “may delay”/second by Linda Buck. Motion passed.**

3.10 EMERGENCY CLOSING

At times, emergencies such as but not limited to fires, or power failures can disrupt library operations. Under certain conditions, closing of the library might be considered. This decision will be made by the Library Director and President of FTPL Board of Trustees.

When the decision is made to close the library, employees will receive official notification from the library director. Time off from scheduled work due to emergency closing will be paid.

6.8 WEATHER CONDITION CLOSURE POLICY

When the Gwinn Community Schools are closed due to weather conditions that make driving hazardous, the Library may delay opening until 12:00 p.m. All scheduled staff will report at their scheduled time or at 11:30 a.m. to prepare the Library for opening, whichever comes first.

If weather conditions are not improving, the Director will make an informed

decision on whether to open the Library as planned or remain closed for the remainder of the business day. If the Library remains closed, all scheduled staff will be paid for their entire shift.

Employees scheduled to work prior to 11:30 a.m. will be paid for time missed due to weather delay. If a scheduled employee is unable to report to work, regular personnel guidelines apply.

It is not the responsibility of the library staff to remove snow.

- 8h. There was discussion on what would be done if the library had to be closed due to the pandemic. Director Makela inquired what would be done in regards to staff pay and during the discussion the consensus was to continue to pay staff for regularly scheduled hours. At this time the discussion was hypothetical and no motions or decisions were made.

9. Public Participation: None.

10. **Board Member Comments:** Donna Adams reminded everyone that the township budget hearing will be held on March 12, 2020, at 6:30 p.m. at the clubhouse. Brian Rice asked everyone to think about the firemen's tournament that will be held in Gwinn this summer and whether or not the library should be open during that time.

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

The next Library Board meeting is scheduled for Wednesday, April 8, 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.