

**Forsyth Township Public Library Board
Regular Meeting
Wednesday, November 18, 2020
Zoom Meeting ID: 650 706 5111**

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

Board Members Absent: Catrina Suardini.

Also Present: Forsyth Township Public Library Director Leslie Makela.

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 Brian Rice to approve the November 18, 2020 meeting agenda with the addition of 8e. Hire Library Custodian. Motion passed by roll call vote.

3. Public Participation (limited to 3 minutes per person): None

4. Approval of Minutes: Motion by Fran Lukkarinen/second by Linda Buck to approve the October 14, 2020 meeting minutes as presented. Motion passed by roll call vote.

5. Library Director Report:

* Please see written report.

* Director Makela updated the Board on services being offered under the new COVID-19 restrictions. Curbside Services and Browsing by appointment are available to patrons.

6. Financial Report:

a. FY'21 September Financial Summary/October Book Expenditures: President Donna Adams reviewed the financial documents provided as well as the end-of-year documents for March 2020.

b. Building status and current building issues: Director Makela reported the window was replaced by Northern Awning and Window, and the HVAC fall maintenance has been taken care of.

c. Approval of November bills: Motion by Donna Adams/second by Dwight Sunday to approve payment of the November 2020 bills in the total amount of \$4,385.39. Motion passed by roll call vote.

d. Status of Donations: Donations to date total \$854.00.

7. Unfinished Business:

a. Fundraising Update/Teegora: Brian Rice reported that only one item has been sold recently through the fundraising website. Director Makela will create a Facebook post promoting items for holiday shoppers.

8. New Business:

a. Director's Health Insurance, Calendar Year 2021: Motion by Fran Lukkarinen/second by Linda Buck to approve the cost of Director's health insurance for calendar year 2021 at a monthly cost of \$590.38 for a total of \$7,084.56 for the year. Motion passed by roll call vote.

b. Sixth Trustee Search: Director Makela will advertise for letters of interest from the community. Letters will be due by Friday, January 8, 2021 at 5:00 p.m. to the library. Interested parties will be invited to join the January 13, 2021 board meeting before an appointment is made.

c. Director's Annual Evaluation: Brian Rice will email the evaluation tool to all Board Members, including Dwight Sunday as he was on the Board for the year of review. Evaluations are due to Brian by Friday, December 4, 2020. Director's evaluation will be conducted at the December 9, 2020 Board Meeting.

d. Iron Street Property: Consensus of the Board to advertise the Iron Street property as "For Sale by Owner". Donna Adams will look for signage.

e. Hire Library Custodian: Motion by Donna Adams/second by Dwight Sunday to approve hiring Rachel Urbiha as the new Library Custodian for ten hours per week at \$10.00 per hour. Motion passed by roll call vote.

9. Public Participation: None.

10. Board Member Comments:

* Dwight Sunday thanked the Board Members for their gift in recognition of his service to the library.

* Donna Adams thanked Dwight for his dedicated service as the Library's representative to the Superiorland Library Cooperative.

*Linda Buck thanked Dwight for his time on the Library Board.

*Fran Lukkarinen stated that Chris Adams will be missed as a Forsyth Township Trustee and Liaison to the Library.

11. Adjournment: President Donna Adams adjourned the meeting at 6:15 p.m.

The next regular board meeting is scheduled for Wednesday, December 9, 2020 at 5:30 p.m. The meeting will be held via Zoom. Connection information will be shared at a later date.

Respectfully Submitted,

Leslie Makela, Library Director

Linda Buck, Secretary

Note: To help ensure a quorum at the next meeting, please contact Library Director Leslie Makela at 346-3433 if you are unable to attend.