

**Forsyth Township Public Library Board
Regular Meeting
Wednesday, October 14, 2020
Zoom Meeting ID: 879 7661 2390**

Board Members Present: Donna Adams, Brian Rice, Fran Lukkarinen, Dwight Sunday, Linda Buck, and Catrina Suardini (joined at 5:33 p.m.). A quorum was established.

Board Members Absent: None.

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 Linda Buck to approve the October 14, 2020 meeting agenda as presented. 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 Brian Rice to approve the September 9, 2020 meeting minutes as presented. Motion passed by roll call vote.**
- 5. Library Director Report:**
 - * Please see written report.
- 6. Financial Report:**
 - a. FY'21 August Financial Summary/September Book Expenditures:** President Donna Adams reviewed the financial documents provided.
 - b. Building status and current building issues:** Director Makela reported that we are still waiting on installation of the replacement window by Northern Awning and Window. Director Makela will ask if DPW can sweep the parking lot.
 - c. Approval of October bills:** **Motion by Linda Buck/second by Donna Adams to approve payment of the October 2020 bills in the total amount of \$1,919.44. Motion passed by roll call vote.**
 - d. Status of Donations:** No donations were received in the month of October. Donations to date total \$704.00.
- 7. Unfinished Business**
 - a. Fundraising Update/Teegora:** Brian Rice suggested making a push for sales in November for holiday shopping. Fran Lukkarinen reported that the next Tea Party will not take place until October 2021 due to the current situation with COVID-19.,
 - b. Discussion, Non-Resident Fee, Family:** **Motion by Fran Lukkarinen/second by Dwight Sunday to approve annual (1-year period) and seasonal (3-month period) non-resident fees for individuals and families. Annual Individual \$50.00, Annual Family \$80.00, Seasonal Individual \$25.00, and Seasonal Family \$40.00. Motion approved by roll call vote with one dissent from Donna Adams.**
- 8. New Business:**
 - a. Library Hours:** Consensus to remain closed on Saturdays until the end of 2020. Will be reviewed at the December 9, 2020 Library Board Meeting.
 - b. AED Battery Replacement (\$725.00):** **Motion by Donna Adams/second by Brian Rice to replace the AED Unit at a total cost of \$725.00 through U.P. Pink Power. Motion passed by roll call vote.**
 - c. Appoint Superiorland Representative:** Donna Adams volunteered to be the SLC representative.
 - d. Appoint Board Member to Approve Director's Timesheet:** Fran Lukkarinen will begin signing Director Makela's timesheets the week of November 23, 2020.
 - e. Library Custodian Position:** Director Makela will begin advertising for a new Library Custodian on October 15, 2020 with an application deadline of October 30, 2020 at 5:00 p.m. Plan to have a recommendation for the position at the November 11, 2020 Board Meeting.
 - f. Swearing in of Trustees:** All re-elected Library Board Members will need to make an appointment with Paula Sirois at the Township Office after November 20, 2020 to be sworn in as a Trustee. This should be done before the December 9, 2020 Board Meeting.
 - g. Update on COVID-19 Services & Restrictions:** All services and restrictions remain the same under the Epidemic Order put forth by the Michigan Department of Health and Human Services. An updated Preparedness Plan is available on the Library website.

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

10. Board Member Comments: Linda Buck reported that she will not be able to attend the November Board Meeting. All Board Members thanked Dwight Sunday for his service to the Library and the Superiorland Library Cooperative over the years as his term of service ends on November 20, 2020.

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

The next regular board meeting is scheduled for Wednesday, November 11, 2020 at 5:30 p.m. via Zoom. Zoom information will be provided at a later date.

Respectfully submitted,

Leslie Makela, Director

Linda Buck, Secretary

Note: To help ensure a quorum at the next meeting, please contact Library Director Leslie Makela at 346-3344 if you are unable to attend.