

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, September 9, 2020, 5:30 p.m.

VIA ZOOM PHONE CONFERENCE

Zoom Meeting ID: 849 1695 8428

Password: Forsyth

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck, Brian Rice, and Catrina Suardini. Dwight Sunday joined the meeting at 5:41 p.m. A quorum was established.

Board Members Absent: None

Also Present: Forsyth Township Public Library Director Leslie Makela and Forsyth Township Trustee Liaison to the Library Chris Adams joined late.

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 Brian Rice to approve the September 9, 2020, agenda, motion passed by roll call vote.
3. **Public Participation:** None
4. **Approval of Minutes:** Motion by Catrina Suardini/second by Linda Buck to approve the August 2020, meeting minutes as presented. Motion passed by roll call vote.
5. **Library Director Report:** Director Makela indicated that the circulation is good and only a little less than last year at this time.
 - Director Makela will check with staff to gauge feelings about opening up on Saturdays again.
6. **Financial Report**
 - Donna Adams indicated that she feels we will be okay for this fiscal year, but is concerned about fiscal year 2022 due to cuts.
 - Director Makela indicated that the library received \$4,861.19 in ren zone funds.
 - **Motion by Donna Adams/second Dwight Sunday to approve the September monthly bills totaling \$2,285.09. Motion passed by roll call vote.**
 - There has been no date given yet for when the window in the back room will be replaced.
 - All Seasons will be cleaning the windows around September 15th.
 - The library received a letter from U.P. Pink Power that the AED donated to the library will expire in February 2021. The cost to replace the battery would be \$725.00. Issue tabled until October.
7. **Unfinished Business:**
 - Fran Lukkarinen reports that she is thinking of having the fundraising tea in May to coincide with Mother's Day.
 - The numbers for the Summer Reading Program were that 90 children participated and read 189 books, 83 adults read 388 books, and 12 teenagers read 100 books.
 - Director Makela indicated the COVID Preparedness Plan has been updated to comply with the most recent Executive Orders.
 - All Seasons quoted a bid of \$851.00 for carpet cleaning. Carpet One has charged \$850.00 every year since the building opened to clean the carpets.

Motion by Donna Adams/second by Linda Buck that the library hire All Seasons to clean the carpets at the library for a fee not to exceed \$875, motion passed by roll call vote.

8. New Business:

- There was discussion of having a family non-resident fee as well as individual. It was decided that this decision would be tabled until the next meeting and that Director Makela would begin advertising through the website and Facebook that fees will begin January 1, 2021 to make the public aware.

9. Public Participation: Chris Adams suggested that the library may inquire if the Township would be willing to help with the expense to update the battery in the AED.

10. Board Member Comments: None

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

The next Library Board meeting is scheduled for Wednesday, October 14, 2020, at 5:30 p.m. with the location to be decided.

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.