

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, April 14, 2021, 5:30 p.m.

VIA ZOOM PHONE CONFERENCE

Zoom Meeting ID: 650 706 5111

Password: Forsyth

Board Members Present: President Donna Adams attending remotely in Forsyth Township, Gwinn; Secretary Linda Buck attending remotely in Forsyth Township, Gwinn; Vice President Brian Rice attending remotely in Forsyth Township, Gwinn; Trustee Catrina Suardini attending remotely in Forsyth Township, Gwinn; Trustee Karen Pascoe attending remotely in Forsyth Township, Gwinn. A quorum was established.

Board Members Absent: Fran Lukkarinen.

Also Present: Library Director Leslie Makela, remotely in Forsyth Township, Gwinn, and Forsyth Township Trustee Liaison to the Library Connie Heikkila, remotely in Forsyth Township, Gwinn.

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 Brian Rice/second by Linda Buck to approve the April 14, 2021, agenda, with the additions of 8d. Superiorland Library Cooperative Update and 8e. MIOSHA Extensions. Motion passed by roll call vote.**
3. **Public Participation:** Connie Heikkila indicated that a friend of hers visited the library and was very impressed with the building and services, specifically mentioning the Family Night Movie Packs.
4. **Approval of Minutes: Motion by Karen Pascoe/second by Donna Adams to approve the March 10, 2021 meeting minutes as presented. Motion passed by roll call vote.**
5. **Library Director Report:** See written report
 - The Board would like to send a congratulations card to Ruby Derwin for being chosen as a member of the SunMaid Raisin Imagination Board winning a \$5,000.00 scholarship for herself as well as \$5,000.00 for the Gwinn Area Community Schools and snacks for the school. Director Makela will send a card.
 - Director Makela indicated that she has found a new local engraving company called Trophy Central to use for engraving needs.
 - Director Makela indicated that the Beginning Workshop through the Library of Michigan will be moved to an online platform by the end of 2021. The Board plans to enroll Ashley Smith and Erin Piefer as soon as the workshop becomes available.
 - Director Makela reported that the CD interest on the CDARS account rolls back into the CD on a monthly basis.
 - The ALS Integrated Library System Operating fees through the Superiorland Library Cooperative will increase by 1% beginning October 1, 2021 for an annual cost of \$4,760.87.

6. Financial Report

- Donna Adams indicated that the current fund balance is at about \$79,000.00 and that once the Transfer from General Operating occurs from the Township, the Library's budget would increase to about \$130,000.00 to begin Fiscal Year 2022.
- Director Makela is going to meet with Architect John Larson this month to discuss ideas and go over the needs for the new circulation desk.
- **Motion by Donna Adams/second by Catrina Suardini to approve the April bills in the total amount of \$3,636.01. Motion passed by roll call vote.**
- Donations for Fiscal Year 2021 totaled \$2,944.00, a decrease of about \$3,000.00 due to COVID-19 restrictions.

7. Unfinished Business:

- Donna Adams indicated that the Fall Tea is tentatively set for September 18, 2021, with the theme of Sports Uniforms. The emcee of the event will be Mark Evans. A final decision will be made at a later date.
- Fun Daze has been scheduled for June 26, 2021, and Donna Adams has already reserved a spot for the library to hold the used book sale.
- **Motion by Donna Adams/second by Karen Pascoe to amend the FY'21 budget to reflect total revenue of \$175,300.00 and total expenses to \$166,250.00 with the adjustment of the Transfer to Revolving Fund line item to \$50.00. Motion passed by roll call vote.**

8. New Business:

- Donna Adams spoke to the Board about the need to come up with a library mission statement. The Policy Committee will work with the staff and submit a recommendation for consideration at the May 12, 2021 meeting.
- The Firefighter Tournament will be held July 23-July 25, 2021. Director Makela recommended the library remain open on Friday, July 23rd as events will not begin until 6:00 p.m. but close on Saturday, July 24th to accommodate parking for the event. **Motion by Linda Buck/second by Karen Pascoe to close the library on Saturday, July 24, 2021 to accommodate the Firefighter Tournament event. Motion passed by roll call vote.**
- Donna Adams indicated that the Superiorland Library Cooperative is taking resumes to May 15th in the search for a new director. She also indicated that the Cooperative purchased remote management and endpoint software and is covering the cost of these updates for this year.
- MIOSHA has extended the current COVID protocols for workplace safety through October 14, 2021.

9. Public Participation: None

10. Board Member Comments:

- Linda Buck indicated that she will not be able to attend the next meeting as she will be out of town.
- Brian Rice thanked the staff for always trying to come up with new ideas and praised the Family Night Movie Packs.

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

The next Library Board meeting is scheduled for May 12, 2021, at 5:30 p.m. via Zoom.

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.