

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, December 8, 2021, 5:30 p.m.
Donna Adams Community Room

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

Board Members Absent: Karen Pascoe, Trustee.

Also Present: 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 Brian Rice/second by Fran Lukkarinen to approve the December 8, 2021, Agenda, with the addition of 8.a. Implementation of COVID Protocols. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Linda Buck/second by Fran Lukkarinen to approve the November 10, 2021, meeting minutes. Motion passed.**
5. **Library Director Report:** See written report.
6. **Financial Report**
 - Director Makela indicated that the fall maintenance has been performed on the building.
 - Director Makela also indicated that there are currently issues with the public computers that are being worked on by the computer technicians.
 - **Motion by Catrina Suardini/second by Brian Rice to approve the December bills in the amount of \$1,182.73. Motion passed.**
7. **Unfinished Business:**
 - The policy committee presented proposed additions to the personnel handbook regarding vacation time. **Motion by Brian Rice/seconded by Fran Lukkarinen to approve the wording of “An employee may carry over the equivalent of an average pay period to the next fiscal year” to be added to the personnel handbook. Motion passed.** The update will read as follows:

6.3 VACATION

Effective April 1, 2022, each part-time employee receives a week of paid vacation (equivalent to the average number of hours worked each week) and 1 vacation day (equivalent to the employees longest workday in a regular pay period) for every 400 hours worked.

New employees are eligible to begin accruing vacation after 90-days of employment: 1 vacation day for every 400 hours worked (the 180-day job performance probationary period for new hires will still be retained). A new employee will be eligible to receive a week of paid vacation after one-year of employment beginning on the first day of the next fiscal year.

An employee may carry over the equivalent of an average pay period to the next fiscal year.

Vacation pay is equal to the number of hours the employee would have been scheduled to work.

A vacation request, in writing, is to be submitted as soon as it is possible to do so. The request for long-term (4 days or longer) non-emergency leave of absence must be made at least 2 weeks prior to the start of the requested time.

- **Motion by Donna Adams/seconded by Linda Buck to re-fund the employee flex spending accounts with \$2,500, which would be \$500 per employee. Motion passed.**

8. New Business:

- Elections of officers were discussed. **Motion by Fran Lukkarinen/second by Brian Rice to name Donna Adams as President, Brian Rice as Vice-President, Linda Buck as Secretary, and Catrina Suardini as recording secretary. Motion passed.**
- The calendar year 2022 board meetings will occur on the second Wednesday of each month at 5:30 p.m., which are the following dates: January 12th, February 9th, March 9th, April 13th, May 11th, June 8th, July 13th, August 10th, September 14th, October 12th, November 9th, and December 14th.
- The committee formations were agreed upon as follows: Finance- Donna Adams, Brian Rice, and Catrina Suardini. Policy- Karen Pascoe, Linda Buck, and Fran Lukkarinen. Grievance- Fran Lukkarinen, Linda Buck, and Catrina Suardini.
- The Board Trustees all decided that they did not wish to receive a stipend.
- The annual Director Evaluation was reviewed with all Trustees and library staff participating in the online evaluation tool of Director Makela.

9. Public Participation: None

10. Board Member Comments: Donna Adams indicated that she would like to see more participation from the Township Trustee liaison. Everyone wished all a Merry Christmas and Happy Holidays. Brian Rice mentioned a possible idea for a concert in the park this upcoming summer sponsored by the library.

11. Adjournment: President Donna Adams adjourned the meeting at 6:47 p.m.

The next Library Board meeting is scheduled for January 12, 2022, 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.