

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, February 10, 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; Trustee Fran Lukkarinen 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 resident of Forsyth Township attending remotely from Lake Havasu, AZ. A quorum was established.

Board Members Absent: None

Also Present: Library Director Leslie Makela, 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 Fran Lukkarinen/second by Linda Buck to approve the February 10, 2021, agenda moving 8.a FY'22 Budget to the last item under New Business. Motion passed by roll call vote.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Karen Pascoe/second by Fran Lukkarinen to approve the January 13, 2021 meeting minutes as presented. Motion passed by roll call vote.**
Motion by Brian Rice/second by Linda Buck to approve the January 29, 2021 Special Meeting minutes as presented. Motion passed by roll call vote.
5. **Library Director Report:** See written report
 - Director Makela indicated that she is working with Paw Packs program to send home free books to about 100 students in March for Reading Month.
6. **Financial Report**
 - **Motion by Donna Adams/second by Linda Buck to approve payment of February 2021 bills in the amount of \$2,524.57. Motion passed by roll call vote.**
7. **Unfinished Business:**
 - The Township has given the full \$50,000 to the library. Therefore, there was a **Motion by Fran Lukkarinen/second by Karen Pascoe to adjust the 4th Quarter FY '21 budget to show revenue of \$175,300 and expenses of \$166,170. Motion passed by roll call vote.**
 - The Policy Committee decided not to make any change to add Pandemic PTO, just use sick time as it is currently mandated by policy.
8. **New Business:**
 - **Motion by Donna Adams/second by Brian Rice to approve longevity pay of \$750 plus tax liability to be paid in the first pay period of April 2021 to Bonnie Forgette. Motion passed by roll call vote.**
 - **Motion by Fran Lukkarinen/second by Karen Pascoe to reinvest the full amount of the CD currently at mBank upon maturity on February 18, 2021 into a**

CDARS CD at mBank plus an additional \$50.00. Motion passed by roll call vote.

- **Motion by Donna Adams/second by Fran Lukkarinen to approve the By-Laws as submitted with the changes of having the budget submitted to the Board at the February regular board meeting and removal of the annual meeting sentence in Article 4 Section 1, and Article 5 Section 2. Motion passed by roll call vote. See attached amended bylaws.**
- There was discussion of short and long term goals for the library. It was decided that the three items that will be prioritized are new filing cabinets for Director Makela's office, a new magazine rack, and a concept design for the new circulation desk. Director Makela will reach out to the architects to find out the cost of developing the concept design for the circulation desk.
- Tammy Castle is available to work as a substitute if needed about 8 hours per week. **Motion by Donna Adams/second by Linda Buck to make funds available to pay Tammy Castle as a substitute worker as needed at the rate of \$11.37 per hour. Motion passed by roll call vote.**
- **Motion by Brian Rice/second by Fran Lukkarinen to approve the hiring of SCI on a month to month basis for cleaning services twice weekly at a cost of \$153.00 per week until the beginning of the next fiscal year when the Board will reevaluate at the April board meeting. Motion passed by roll call vote.**
- **Motion by Donna Adams/second by Brian Rice to approve the Fiscal Year '22 budget as presented with an increase in professional fees to \$3,250 and a reduction of payroll by \$1,000 for total revenue of \$179,240 and total expenses of \$178,830. Motion passed by roll call vote.**

9. Public Participation: None

10. Board Member Comments: President Donna Adams thanked the Finance and Policy Committees for their hard work preparing the budget and policy updates.

11. Adjournment: President Donna Adams adjourned the meeting at 6:45 p.m.

The next Library Board meeting is scheduled for Wednesday, March 10, 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.

Bylaws Forsyth Township Public Library

Article I: **Name**

This organization shall be called "The Forsyth Township Public Library Board of Trustees" existing by virtue of 1877 Public Act 164, Section 10.

Article II: **Membership**

The Forsyth Township Public Library Board of Trustees shall consist of (six) 6 elected board members, elected by the Forsyth Township electorate every four years.

Section 1: *Conflict of Interest Statement: Forsyth Township Public Library Board Trustees may not contract or otherwise enter into an arrangement of agreement with the library where the Trustee will directly or indirectly receive financial or other tangible benefit. Trustees must also recuse themselves from discussions or decisions involving family members or organizations they have direct or indirect business or relationships with.

Section 2: *Resignation: Resignation from the Board of Trustees shall be by written letter submitted to the President of the Board of Trustees. The resignation shall be effective upon receipt of such notice by the President.

Section 3: *Vacancies: A vacancy in the position of Trustee shall be filled until the expiration of the vacating Trustee's term by appointment by majority vote of the remaining Trustees. The Forsyth Township Public Library Board of Trustees will seek Letters of Interest from qualified Forsyth Township community members for the purpose of appointing a new Trustee.

Article III: **Officers**

Section 1: The officers shall be a President, Vice-President, and Secretary elected by the Forsyth Township Public Library Board of Trustees at the December meeting.

Section 2: The officers shall be elected for a term of one (1) year. Vacancies of office shall be filled by election at the next regular meeting of the Forsyth Township Public Library Board of Trustees after the vacancy occurs.

Section 3: The officers shall perform duties as follows:

President: The President shall preside at all meetings of the Forsyth Township Public Library Board of Trustees, authorize calls for any special meetings, appoint all committees, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Vice-President: The Vice-President, in the event of the absence or disability of the President, or at a vacancy in that office, shall assume and perform the duties and function of the President.

Secretary: The Secretary shall oversee the keeping of* a true and accurate record of all meetings of the Forsyth Township Public Library Board of

Trustees, and shall perform such other duties as are generally associated with that office.

Article IV: Meetings

Section 1: Regular meetings shall be held every month* at the library; with the date and time to be set by the Forsyth Township Public Library Board of Trustees.

Section 2: Special meetings may be called by the Secretary, at the direction of the Forsyth Township Public Library Board President, or at the request of three (3) members for the transaction of business as stated in the call for the meeting. Notice of special meetings must be made at least 18 hours in advance of such meetings, as provided for in the Open Meetings Act.

Section 3: *The Forsyth Township Public Library Board is a six-member board. A quorum at any meeting will be four members. A simple majority of the quorum is required to transact business

Section 4: Any voting member missing two (2) unexcused, consecutive business meetings shall be deemed as resigning his position. To excuse an absence, a voting member must notify the Forsyth Township Public Library Board President or the Library Director prior to the meeting.

Section 5: The order of business for regular meetings may be, but not limited to, the following items:

- Call to Order
- Approval of minutes
- Report of the Library Director
- Committee Reports
- Communications
- Unfinished business
- New Business
- Public Participation
- Adjournment

Section 6: Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 7: *Public Participation will be limited to three-minutes per person during each opportunity for Public Participation provided on the Agenda. Persons wishing to comment must state their name at the time of comment.

Article V: Committees

Section 1: The Forsyth Township Public Library Board President shall appoint *ad hoc committees for specific purposes. The committee shall be discharged upon completion of the purposes for which it was appointed and after the final report is made to the Board.

Section 2: A Finance Committee shall be appointed by the Forsyth Township Public Library Board President at the December meeting for the purpose of working with the Library Director in preparing an annual budget and presenting it to the Board. *The budget will be approved at the February meeting. The Finance Committee will work with the Library Director to review the budget quarterly to suggest adjustments as needed.

Section 3: *A Policy Committee shall be appointed by the Forsyth Township Public Library Board President at the December meeting for the purpose of working with the Library Director in reviewing existing policies to suggest updates and revisions as needed, and in the creation of new policies and presenting those suggestions to the Board for final approval.

Article VI: Library Director

Forsyth Township Public Library Board of Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of the other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of library materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall attend all board meetings and serve in an advisory capacity. *The Forsyth Township Public Library Board of Trustees shall conduct an annual review of the Library Director to be completed at the December meeting. The Library Director will have the option to request a closed session for the annual review portion of the meeting.

Article VII: Amendments

*An agenda including an amendment to these Bylaws can be presented at any regular meeting of the Forsyth Township Public Library Board of Trustees with a quorum present in accordance with Article IV: Section 3 of this document.