

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, January 13, 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; and Trustee Catrina Suardini attending remotely in Forsyth Township, Gwinn. A quorum was established.

Board Members Absent: None

Also Present: Forsyth Township Public Library Director Leslie Makela, Trustee Candidates Karen Pascoe & Sarah Derwin, and Forsyth Township Trustee Liaison to the Library Connie Heikkila all attending remotely.

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 January 13, 2021, agenda with the addition of 8.a. Technology Upgrades. Motion passed by roll call vote.**
3. **Public Participation:** Connie Heikkila, Karen Pascoe, & Sarah Derwin.
4. **Approval of Minutes: Motion by Linda Buck/second by Fran Lukkarinen to approve the December 2020, meeting minutes. Motion passed by roll call vote.**
5. **Library Director Report:** See written report
 - Director Makela indicated that there are 21 browsing appointments per week and an average of 15-17 are being used.
 - A comparison with last year is that in November 2019 there were 1937 people in the library and 2089 items checked out. This November 2020 there were 393 people and 1078 items checked out.
 - At this point the library plans to reopen on February 1, 2021.
 - Director Makela indicated that the state aid report has been done and submitted.
6. **Financial Report**
 - **Motion by Donna Adams/second by Brian Rice to approve payment of January 2021 bills in the amount of \$2,302.42. Motion passed by roll call vote.**
7. **Unfinished Business:**
 - There have been no new shirt sales since November 2020. Discussion to possibly add a different color shirt in the spring/summer when the Summer Reading Program will begin again.
 - **Motion by Donna Adams/second by Fran Lukkarinen to not approve \$2,000 for the HSA plan for Director Makela. Motion passed by roll call vote.**
8. **New Business:**
 - The Board was advised that the Network Administrator recommended that the server be replaced at a cost of \$1,010 to cover the server and windows licensing during the

next fiscal year and that the Microsoft Office 465 software be added to the Director's computer and the ILL computer at a cost of \$90.

- **Motion by Donna Adams/second by Fran Lukkarinen to approve an amount not to exceed \$1,100 to update the server and Office 465 software this fiscal year. Motion passed by roll call vote.**
- **Motion by Donna Adams/second by Linda Buck to revise the Fiscal Year 2021 budget to include the following modifications. Motion passed by roll call vote.**

Revenue Amendments:

Current Taxes	\$95,000.00
Ren Zone Monies	\$ 4,865.00
Grants	\$ 970.00
State Aid	\$ 4,940.00
Penal Fines	\$ 9,000.00
Interest Earnings	\$ 225.00
Miscellaneous Income	\$ 0.00
Donations	\$ 2,000.00
Reimbursements	\$ 1,800.00
Transfer from General Operating	\$44,000.00
Total Revenues	\$169,300.00

Expense Amendments:

Professional Fees	\$ 2,000.00
Insurance	\$ 1,700.00
Fuel	\$ 1,350.00
Repairs & Maintenance	\$ 900.00
Operating	\$11,100.00
Miscellaneous	\$ 100.00
Tax Rebates	\$ 150.00
Capital Outlay Furnishing	\$ 2,000.00
Total Expense	\$166,170.00

- **Motion by Linda Buck/second by Fran Lukkarinen to appoint Karen Pascoe as the sixth Library Trustee. Brian Rice abstained from voting. Motion passed by roll call vote.**
- Karen Pascoe will be on the policy committee.
- There was discuss on how to handle time off if an employee chooses not to get the COVID 19 vaccine. The discussion was tabled for further discussion at the next meeting.

9. Public Participation: None

10. **Board Member Comments:** The Board welcomed Karen Pascoe as the new Trustee.
11. **Adjournment:** President Donna Adams adjourned the meeting at 6:50 p.m.

The next Library Board meeting is scheduled for Wednesday, February 10, 2021, 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.