

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING

Wednesday, March 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 Forsyth Township, Gwinn attending remotely via Lake Havasu, AZ. A quorum was established.

Board Members Absent: None

Also Present: Library Director Leslie Makela

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 March 10, 2021, agenda as presented. 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 February 10, 2021 meeting minutes as presented. Motion passed by roll call vote.**
Motion by Fran Lukkarinen/second by Linda Buck to approve the February 19, 2021 special meeting minutes as presented. Motion passed by roll call vote.
5. **Library Director Report:** See written report
 - Director Makela is working on the Summer Reading Program and intends to hold it outside at the park starting June 21, 2021, through July 31, 2021. The theme is Tales & Tails.
 - Director Makela indicated that the current CD value of the CDARS CD at mBank is \$35,990.05 after renewal.
6. **Financial Report**
 - **Motion by Donna Adams/second by Brian Rice to approve payment of March 2021 bills with the addition of the Charter Communications bill for a total amount of \$2,589.92. Motion passed by roll call vote.**
7. **Unfinished Business:**
 - Brian Rice will check into adding a couple of other colors for the kid's t-shirts in the Teegora fundraiser.
 - Director Makela suggested that the library reopen for Saturdays beginning May 1, 2021.
 - The FY'22 budget needs to be adjusted to reduce salary/wages to \$89,000, reduce payroll tax to \$6,900, add to professional fees for a balance of \$6,250, and therefore change revenue to a total of \$180,240 and expense total of \$176,530.
Motion by Donna Adams/second by Karen Pascoe to approve the above changes to the FY'22 budget. Motion passed by roll call vote.

8. New Business:

- **Motion by Brian Rice/second by Fran Lukkarinen to increase the hourly rate of pay by \$0.20 per hour to begin April 1, 2021 for Leslie Makela, Leslie Willig, Bonnie Forgette and Erin Piefer. Motion passed by roll call vote.**
- **Motion by Donna Adams/second by Karen Pascoe to add \$2,000 plus tax liability to Leslie Makela's retirement account and \$500 plus tax liability to Leslie Willig's retirement account in fiscal year 2022 to be distributed no later than June 1, 2021. Motion passed by roll call vote.**
- **Motion by Donna Adams/second by Fran Lukkarinen to approve the updated Letter of Authorization as presented. Motion passed by roll call vote.**

To: Deputy Treasurer and Deputy Clerk, Forsyth Township Board

Re: Authorization for Library Expenditures

With continued compliance with FY '07 audit findings, Forsyth Township Public Library Board will continue to meet monthly to review and approve Library expenditures for the previous month, commencing January, 2009. The following authorizations commencing January, 2009 were modified, and approved, March 2021 for FY '22 commencing April 1, 2021 by the Library Board.

The Bookkeeper/Deputy Treasurer is authorized to pay utilities, i.e. water/sewer, electric, natural gas, phone, clerical services, insurance, and Library Credit Card Expenditures.

The Payroll Clerk/ Deputy Clerk is authorized to pay payroll, unemployment tax, retirement benefits, Flexible Spending Account benefits, and Health Insurance premiums.

The Library Director will review and authorize for payment those goods and services approved through Library Board action.

Dues: The Library Director will authorize payment to Superiorland Library Cooperative (50% of our State Aid payment) and Upper Peninsula Region of Library Cooperation.

Repairs/Maintenance, Misc. and Office Supplies: The Library Director is approved to authorize payment up to \$500. For any amount greater than \$500, the designated Library Trustee will review and authorize payment.

Professional Fees: The Library Director is approved to authorize payment to SCI in the approved weekly amount of \$153.00 to be paid monthly.

Subscriptions and Books: Library Director has authorization to approve payment within budget amounts established in fiscal year budget.

Payroll:

Library Clerk I: The Library Director has authorization to approve time sheets for Library Clerk I up to 70 hours per pay period.

Library Clerk II's: The Library director has authorization to approve time sheets for Library Clerk II's up to 125 hours per pay period.

Library Director: The designated Library Trustee will authorize the time sheet for Library Director up to 80 hours per pay period plus any overtime approved by the Library Board. Changes to these hours are subject to prior Library Board approval, when possible, except in the case of an emergency.

The Forsyth Township Public Library Board understands rules governing expenditures will change over time. It is the intent of the Library Board to review authorization practices for expenditures annually.

- **Motion by Linda Buck/second by Fran Lukkarinen to approve the collection development policy as amended. Motion passed by roll call vote.**

Forsyth Township Public Library

Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Forsyth Township Public Library is to provide community members with carefully selected books and other materials to promote education, information, research, pleasure, and creative use of leisure time **in all fields of interest.**

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to inform the general public. This policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Forsyth Township Public Library Board of Trustees.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - Individual merit of each item
 - Popular appeal/demand
 - Existing library holdings
 - Budget
 - **Relevance to interests and needs of the community**
 - **Space**

2. Reviews, through professionally recognized publications, are a major source of information about new materials.
3. Consideration will be given to requests from library patrons. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
4. While the library makes materials available, it does not endorse any particular viewpoint.

D. Intellectual Freedom

The Forsyth Township Public Library endorses the American Library Association's Bill of Rights:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

E. Interlibrary Loan

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The Forsyth Township Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and is committed to a collaborative effort with other Michigan libraries to have its current holdings accessible by other libraries.

F. Gifts and Donations

The library accepts gifts of books and other materials **in accordance with the Donations Policy adopted by the Board of Trustees** with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts or money are also accepted with suitable bookplates placed in the book **upon request**. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Library Board. Book selection will be made by the Director if no specific book is requested. The Forsyth Township Public Library encourages and appreciates gifts and donations.

G. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

H. Potential Problems or Challenges

The Forsyth Township Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

I. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a “Citizens Request for Reconsideration of Materials” form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Forsyth Township Public Library Board of Trustees. Material under question will remain in the active collection until a final decision by the Library Board. **A reply will be made to the patron in writing by the Library Board as soon as is practical.**

Approved by the Forsyth Township Public Library Board on: March 10, 2021

- **Motion by Karen Pascoe/second by Catrina Suardini to approve the wireless internet policy as amended. Motion passed by roll call vote.**

Forsyth Township Public Library Wireless Policy

The Forsyth Township Public Library supports a wireless network for patrons wishing to connect personal computing devices. This access is provided as a service free of charge on an “as is” basis with no guarantee and no warranty. **WARNING:** There is a potential security risk and virus risk for anyone connecting to a public wireless network. The Forsyth Township Public Library and Superiorland Library Cooperative and its ISP are not liable for any security breaches or viruses that may occur as a result of using the public wireless network.

The Library is not intended for e-commerce and does not guarantee security for data transferred through the Library and Superiorland Library Cooperative wireless Internet connection. The Library and Superiorland Library Cooperative and its ISP cannot

guarantee immediate connectivity to the Internet, nor can it guarantee high speed or a stable connection to the Internet. The Library and Superiorland Library Cooperative and its ISP are not responsible for any monetary or other losses whatsoever that may occur during the patron's use of the Library's wireless connection.

Terms and Conditions of Use:

- The Internet Use Policy of the Forsyth Township Public Library applies to any use of the wireless network.
- Information passing through the Library's wireless network is not secured and could be monitored, captured or altered by others.
- It is the patron's sole responsibility to protect his/her information from all risks associated with using the Internet, including any damage, loss or theft that may occur as a result of use of the Library wireless network.
- Library staff is not able to provide technical assistance and assumes no responsibility for computing device configurations, security or changes to data resulting from connection to the Library wireless network.
- The Library assumes no responsibility for the safety of equipment.
- In using the Library's wireless network, the patron agrees and hereby releases, indemnifies, and hold harmless Forsyth Township, Forsyth Township Public Library, Superiorland Library Cooperative or its ISP and all its employees from any damage that may result from use of this wireless network.
- While using this wireless network, the patron acknowledges that he/she is subject to, and agrees to abide by all laws, and all rules and regulations of the Forsyth Township Public Library, Forsyth Township, the State of Michigan, and the federal government that is applicable to Internet use.
- Printing is not available via the wireless network.
- **The Library, Superiorland Library Cooperative, its ISP and all employees are not responsible for the use of the wireless network by minors, or for the content they access or are exposed to upon connection to the network.**

~~By pressing the accept button, you are acknowledging you have read the above information and agree to it in its entirety.~~ **By logging on to the wireless network provided by the Forsyth Township Public Library, you are acknowledging that you have read this policy and agree to it in its entirety.**

- **Motion by Brian Rice/second by Karen Pascoe to approve changes to the Personnel Handbook as presented. Motion passed by roll call vote.**

6.3 VACATION

Effective April 1, 2015, each part-time employee receives a week of paid vacation (equivalent to the average number of hours worked each week) and 1 vacation day 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.

Vacation time will be evaluated at the beginning of each fiscal year beginning April 1, 2015. When a new fiscal year begins with an employee having more than 10 days of vacation accrued, the vacation days over 10 must be used with the new fiscal year. Only 10 days will be carried over annually.

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.

6.10 Personal Days

Effective April 1, 2019, each employee will receive two (2) paid Personal Days at the beginning of each fiscal year running April 1 through March 31. Personal Days will be equal to the employee's longest work day in an average pay period. Personal Days may be used by the employee for any personal reason.

New employees will receive two (2) Personal Days at the conclusion of their 180-day Probationary Period.

Personal hours may be used in 15-minute (.25) increments.

Unused Personal days will not carry over the next fiscal year. Unused Personal Days will not be paid out upon retirement, termination or if an employee voluntarily leaves their position.

- **Motion by Donna Adams/second by Linda Buck to approve the proposal by architect John Larson for the design of a new circulation desk in the amount of \$1,280.00. Motion passed by roll call vote.**

9. Public Participation: None

10. Board Member Comments:

- Donna Adams updated the Board concerning the Superiorland Cooperative's search for a new director. She also reminded the Board about the upcoming Budget Workshop being held via Zoom on Thursday, March 11, 2021 at 6:30 p.m.
- Fran Lukkarinen indicated that should the SCI Cleaning not work out she knows of an individual that would be interested in cleaning the library.
- Brian Rice indicated that we should begin thinking about the hours of the library during the Firemen's Tournament this summer. He also commented and expressed his gratitude for the team effort throughout this past year.

- Karen Pascoe inquired about providing some type of appreciation for staff for working during the last year with all of the COVID-19 restrictions. Karen will coordinate with Fran Lukkarinen to create a plan.

11. Adjournment: President Donna Adams adjourned the meeting at 6:30 p.m.

The next Library Board meeting is scheduled for April 14, 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.