

FORSYTH TOWNSHIP PUBLIC BOARD MEETING

Wednesday, November 10, 2021, 5:30 p.m.

Donna Adams Community Room/Hybrid Meeting

Board Members Present: Vice-President Brian Rice in-person, Secretary Linda Buck in-person, Trustee Fran Lukkarinen in-person, Trustee Karen Pascoe in-person, & President Donna Adams attending via Zoom in Forsyth Township, Gwinn.

Board Members Absent: Trustee Catrina Suardini.

Also Present: Forsyth Township Public Library Director Leslie Makela in-person and Architect John Larson attending via Zoom in Forsyth Township, Gwinn.

1. **Call to Order:** Vice-President Brian Rice called the meeting to order at 5:30 p.m.
2. **Approval of Agenda: Motion by Karen Pascoe/second by Linda Buck to approve the November 10, 2021, meeting agenda as presented. Motion passed by roll call vote.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Donna Adams/second by Fran Lukkarinen to approve the October 13, 2021, meeting minutes as presented. Motion passed by roll call vote.**
5. **Library Director Report:** Please see written report.
6. **Financial Report:**
 - a. September Financials were not available. Brian Rice reported the cash balance at the beginning of the current fiscal year was \$131,526.39. Donna Adams reported that the fund balance as of August 30, 2021, was \$102,690.02.
 - b. Director Makela reported that the automatic door closers have been installed on the restrooms. Fall HVAC maintenance has been requested from the Department of Public Works.
 - c. **Motion by Fran Lukkarinen/second by Linda Buck to approve payment of the November bills in the total amount of \$5,086.29. Motion passed by roll call vote.**
 - d. Donations total \$7,369.66 as of October 31, 2021.
7. **Unfinished Business:**
 - a. The theme for the 2022 Tea Party will be “We’ve Got You Covered”. Fran Lukkarinen requested that trustees be watching for coats, purses, hats & umbrellas for the fashion show. Brian Rice and Donna Adams previewed book bags to have available at the Used Book Sale during Fun Daze in June as a possible fundraiser.
 - b. Architect John Larson reviewed plans for the new Circulation Desk. By consensus of the Board, John will move forward contacting North Oak Manufacturing for an estimate of building costs. He will also contact U.P. Fabricating about the chute for the book drop.
 - c. Director Makela requested that review of the Code of Conduct be tabled until the December 8, 2021, meeting as legal language wasn’t received with enough time for review by the Policy Committee. The Policy Committee will review the documents received by attorney Matthew Kuschel and prepare for action to be taken in December.
 - d. **Motion by Donna Adams/second by Linda Buck to increase hourly wages for staff by 3% beginning with the first pay received in the 4th quarter on January 7, 2022. Hourly wages will be as follows:**

Leslie Makela \$18.00
Bonnie Forgette \$12.88
Ashley Smith \$10.99

Leslie Willig \$13.93
Erin Piefer \$11.20

Motion passed by roll call vote.

8. New Business:

- a. Director Makela provided the November/December library calendar.
- b. The Board reviewed the vacation language update submitted by the Policy Committee. Changes were suggested. Action tabled until the December 8, 2021, meeting.
- c. **Motion by Donna Adams/second by Karen Pascoe to approve \$7,900.00 for Director's health insurance for calendar year 2022. Motion passed by roll call vote.**
- d. Director Makela explained that the Flex Spending Accounts carried by the library for each employee has enough surplus to fund Ashley Smith beginning in 2022 and replenish FSA accounts for the rest of the employees. The Board will need to decide in December if the FSA accounts will continue.
- e. Brian Rice will provide all trustees with the current Director evaluation tool to review by November 11, 2021. He will include a date to offer suggestions for changes by so the evaluation can be completed and ready for the December 8, 2021, meeting.
- f. The library will be closed for Thanksgiving November 25, 2021, through November 27, 2021. Closed Friday, December 24, 2021, and Saturday, December 25, 2021, for Christmas. Closing at 1:00 p.m. on Friday, December 31, 2021, for New Year's Eve and closed Saturday, January 1, 2022, for New Year's Day.
- g. Board members will coordinate a breakfast for the December 14, 2021, staff meeting for Christmas.
- h. Book bags for the Fun Daze Used Book Sale discussed under 7a.

9. Public Participation: None.

10. Board Member Comments: Donna Adams thanked everyone for being flexible with a hybrid meeting for this month.

11. Adjournment: Vice-President Brian Rice adjourned the meeting at 6:39 p.m.

The next Library Board meeting is scheduled for December 8, 2021, at 5:30 p.m. in the Donna Adams Community Room.

Respectfully Submitted,

Leslie Makela, Director

Linda Buck, Secretary

NOTE: To help ensure a quorum at the next meeting, please contact the Library Director at 346-3433 if you are unable to attend.