

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, October 13, 2021, 5:30 p.m.
Donna Adams Community Room

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

Board Members Absent: Secretary Linda Buck.

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 Karen Pascoe/second by Fran Lukkarinen to approve the October 13, 2021, Agenda. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Fran Lukkarinen/second by Brian Rice to approve the September 8, 2021, meeting minutes. Motion passed.**
5. **Library Director Report:** See written report. Director Makela also reported that she is trying to set up a day in November for an Usborne book fair. Director Makela also informed the board that the student intern that we had at the library has moved away.
6. **Financial Report**
 - The carpets were cleaned on October 9, 2021.
 - **Motion by Karen Pascoe/second by Catrina Suardini to approve payment of the October bills in the amount of \$2,551.88. Motion passed.**
7. **Unfinished Business:**
 - Director Makela indicated that she is waiting to be put on the schedule for Wolverine Doors to install the automatic door closures, after the library was mistakenly left off of their schedule.
8. **New Business:**
 - There was discussion of an updated Patron Code of Conduct and Director Makela will supply the proposed Code to Attorney Mary Beth Marin for review.
 - **Motion by Karen Pascoe/second by Catrina Suardini to approve a one-time COVID stipend for employees in the amounts of \$500.00 for Leslie Makela, \$500.00 for Leslie Willig, \$500.00 for Bonnie Forgette, \$500.00 for Erin Piefer, and \$125.00 for Ashley Smith. Motion passed.**
 - **Motion by Karen Pascoe/second by Catrina Suardini to pay the COVID stipend on paychecks dated October 29, 2021. Motion passed.**
9. **Public Participation:** None
10. **Board Member Comments:** Donna Adams indicated she was happy that everyone on the board seems to work well together. Karen Pascoe thanked the fundraising committee for the annual tea. Brian Rice congratulated Director Makela on being named UPRLC Library of the Year. Catrina Suardini stated she was glad to have a feasible plan for wage increases.
11. **Adjournment:** President Donna Adams adjourned the meeting at 6:35 p.m.

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