

FORSYTH TOWNSHIP PUBLIC LIBRARY BOARD MEETING
Wednesday, September 8, 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, Trustee Fran Lukkarinen, and Trustee Linda Buck. A quorum was established.

Also Present: Library Director Leslie Makela and Connie Heikkila.

1. **Call to Order:** President Donna Adams called the meeting to order at 5:30 p.m.
2. **Approval of Agenda: Motion by Fran Lukkarinen/second by Linda Buck to approve the September 8, 2021, Agenda as presented. Motion passed.**
3. **Public Participation:** None.
4. **Approval of Minutes: Motion by Brian Rice/second by Karen Pascoe to approve the August 11, 2021, meeting minutes as presented. Motion passed.**
5. **Library Director Report:** See written report. Director Makela also reported that we did not receive the HOPE Grant that was applied for. She also indicated that the Gwinn High School intern started working and she is at the library from 1:00-3:00 each school day.
6. **Financial Report**
 - The carpets are scheduled to be cleaned on October 9, 2021.
 - **Motion by Karen Pascoe/second by Fran Lukkarinen to approve payment of the September bills in the amount of \$2,430.32. Motion passed.**
7. **Unfinished Business:**
 - Director Makela reported that the advice of the township financial officer was to invest the Iron Street property proceeds in the amount of \$25,090.20 in an ICS Money Market account at Incredible Bank. This will keep the money liquid and will earn interest between 0.5%-0.8%. **Motion by Brian Rice/second by Linda Buck to invest the \$25,090.20 of Iron Street sale proceeds in an ICS Money Market account at Incredible Bank. Motion passed.**
 - After the presentation from John Larson, Architect, the board asked him to proceed with the plan presented to the next stage of the design process.
8. **New Business:**
 - During the review of the “Where Do We Want To Be in 2025” list, it was agreed that the current priorities from the list are technology updates, delivery service of books to shut-ins and others, and fair pay for staff.
 - Director Makela reported on the sexual harassment complaint against a patron. It was decided that the individual would be contacted by the police and notified that they are allowed back in the library, but if any further incidents occur the person will be issued a No Trespass Order for a length of time to be determined. The Policy Committee will meet to update this policy for use going forward.
 - **Motion by Brian Rice/second by Karen Pascoe to approve up to \$500 for legal consultations without board approval by the library director, president, or vice-president of the board. Motion passed.**
9. **Public Participation:** None
10. **Board Member Comments:** Karen Pascoe commented on the lessons learned from the sexual harassment incident and the need to update policies in order to move on.

11. Adjournment: President Donna Adams adjourned the meeting at 7:05 p.m.

The next Library Board meeting is scheduled for October 13, 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.