

**Village of Forsyth Public Library**  
**Library Commission Meeting Agenda**

**Wednesday June 12, 2019**  
**1:00 p.m.**  
**Library Program Room**

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday June 12, 2019 at 1:00 p.m. in the Program Room located in the library.

**Call to Order**

**Roll Call**

**Minutes**

Minutes from May 8, 2019

**Public comment:** Anyone who wishes to address the Library Commission may do so at this time. Please state your name and address, and limit comments to three minutes or less. Relevant printed material and handouts that support your concerns or topic are welcome.

**Old Business**

- Selection of Library Commission chair and secretary
- OMA training requirements
- Summer Reading Program 2019
- Exterior Sign

**New Business**

**Librarian's Report**

Circulation, attendance, and library statistics for the month of May

**Adjournment**

## **Library Commission Meeting Minutes**

Village of Forsyth Public Library

Wednesday, May 8, 2019

### **Call to Order**

Call to order at 1:02 p.m.

### **Roll Call**

Becky Wayne  
Ken Kirchner  
Julia Livingston (1:10 pm)  
Bernadette Birkholtz  
Ruth Wrigley

### **Absent**

Mary Jo Rowley  
Pat Parr

### **Also Present**

Rachel Miller, Library Director

### **Minutes**

Bernadette Birkholtz moved to approve the April 10, 2019 meeting minutes; Ruth Wrigley seconded to approve the April 10, 2019 minutes as submitted. Motion carried on voice vote; all members present voting yea.

### **Public Comment**

None.

### **Old Business**

Summer Reading Program 2019 was discussed. The Library Program Guide has gone out in the mail. The FPL received a lot of positive compliments on the new design and books. May people have already called in to sign up for classes. But, these classes are not available for sign ups just yet. Registration will begin the Tuesday after Memorial Day (May 28). June 1<sup>st</sup> is the Summer Program Kick Off event.

The exterior sign was also discussed. The new sign is similar to our old one—green letters, same words and descriptions for the most part, and an updated logo. The updates will include “Community Room” instead of “Community Center” and lighted plexiglass so people can see the sign at night but not so bright that it interferes with the neighborhood. The Village wants to add other sign updates around town. We are currently waiting on the Village to make those decisions prior to our final go ahead with the FPL sign.

## **New Business**

We had the introduction of a new Library Commission member, Ruth Wrigley.

We tabled the discussion of selection of Library Commission chair and secretary because there are not enough people who were present at the beginning of the meeting. We will take care of this discussion at the next meeting.

The meeting dates and times through May 2020 were discussed. Becky Wayne motioned to continue with the same meeting times and dates for the 2019-2020 year. The motion was seconded by Ruth Wrigley. Motion carried on voice vote; all members present voting yea.

In regards to the OMA training requirements, Rachel notified Ruth that she has 90 days to complete this. Ruth says that she will complete shortly.

The FPL Commission discussed the nonresident library card. Becky Wayne motioned to maintain the "Nonresident library card" policy as is (FPL does not sell resident cards but will honor them.). Motion is seconded by Ken Kirchner. Motion carried on voice vote; all members present voting yea.

The FPL Commission covered the Per Capita Grant requirement: Standards Chapter Review: Serving our Public Chapter 3, "Personnel" Commission discussion: The role of Library Commission Member vs. traditional Library Trustees. There was discussion of Chapter 3 information; we briefly reviewed the Chapter 3 document and information. The FPL Commission has no responsibility of authority for Personnel Standards. All of these decisions are made by the Forsyth Village Board.

## **Librarian's Report**

Director Miller presented her written reports for April 2019 and noted circulation was down from 2018 by 1,036 and patron count is down also just a bit from 2018 by 192. Rachel Miller Says that she and the library staff are continuing to consider ways to make this better.

## **Adjournment**

Ruth Wrigley moved to adjourn, Bernadette Birkholtz seconded. Motion carried on voice vote; all members present voting yea. Meeting adjourned at 1:54 pm.

Respectfully submitted,

Julia Livingston



**Library Director's Report  
Library Commission Meeting  
June 12, 2019**

**May Library Statistics**

- Circulation - 6,060 (May 2018 6,725)
- Attendance - 3,639 (May 2018 4,026)

**Library Activities**

- The summer reading program has occupied much of our time this last month as we completed displays, bulletin boards, and other behind the scenes preparations. The first day of registration was Tuesday, May 28. New this year is the opportunity to register for our events online through Eventbrite.
- In celebration of this summer's "It's Showtime at the Library" theme, local performers such as Maroa-Forsyth's drumline, dancers from the Dance Centre, and student actors from the Decatur Arts Council's BOSS program were showcased on Saturday, June 1.
- One of the first events of our summer reading program was the Youth Garden, which Larry Reed had sponsored for several years. This year's garden has been renamed the "Larry Reed Memorial Youth Garden." Several people that want to honor Larry's memory are paying for the cost of the plants and the updated signage. Garden Club of Decatur continued assisting with this project and the Master Gardeners helped participants make pollinator growing cards.
- Youth Services Librarian Marissa White visited classes at Maroa-Forsyth Grade School to promote our summer reading program. She also distributed information about our Volunteer program at the Maroa-Forsyth Middle School.
- The library served as a collection point for the Stamp Out Hunger Food Drive sponsored by the National Association of Letter Carriers during the week of May 6.
- Decatur Christian School classes visited the library 55 times during the 2018-2019 school year, for a total of 550 student visits and 78 adult visits. In addition, the DCS preschool class visited the library 7 times in the 2018-2019 school year, for a total of 198 student visits and 31 adult visits.
- Library staff held 9 Story Times for the Kids n Fitness 2-3 year old class during the 2018-2019 school year, with a total attendance of 121 children and 18 adults.
- Preschool Story Times have been on a short break, but resumed June 7 as part of our summer programming. Fourteen sessions were held from January - April with a total attendance of 234 children and 164 adults

*Rachel Miller  
June 7, 2019*



June 7, 2019

**LIBRARY COMMISSION MEETING NOTICE**

The Village of Forsyth Library Commission has scheduled a meeting for  
Wednesday, June 12, 2019 at 1:00 p.m.

This meeting will be held in the Program Room at the Forsyth Public Library.  
The agenda for the said meeting is attached.

If you have any questions, please call the Library at 877-8174.

Library Director  
Rachel Miller

cc: Mary Jo Rowley  
Bernadette Birkholtz  
Ken Kirschner  
Pat Parr  
Rebecca Wayne  
Julia Livingston  
Ruth Wrigley  
Trustee Kerry Denison  
Trustee Bob Gruenewald  
Trustee Dave Wendt  
Trustee Jim Peck  
Trustee Jeremy Shaw  
Trustee Jeff London  
Mayor Marilyn Johnson  
Village Administrator, David Strohl  
Village Clerk, June McCormick  
Community and Economic Development Coordinator, Nik Duffle  
Village Vision