

**Forsyth County Public Library Board of Trustees
Minutes from January 17, 2012 Meeting**

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 17, 2012. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Kristin Morrissey. Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, Linda Kelly, Stephen Kight, Anna Lyle, and other staff members. Crystal Ledford with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of November 15, 2011 Library Board Meeting Minutes

Motion was made by Bob Keller to approve the minutes of the November 15, 2011 meeting. Jean Bowline seconded the motion; no one was opposed.

Approval of December 21, 2011 Called Library Board Meeting Minutes

Motion was made by Kristin Morrissey to approve the minutes of the December 21, 2011 called meeting. Bob Keller seconded the motion; no one was opposed.

Discussion of Janitorial Services Bid Award

Jon McDaniel stated that Building Maintenance Services (BMS) won the janitorial services bid based on the scoring matrix outlined in the Invitation to Bid. BMS was the second lowest bidder in terms of price, but had the highest overall score of the 8 bidders. Mr. McDaniel indicated that staff had been asked whether the County's local business initiative applied to the library's bids, and noted that such an initiative is not currently included in the library's purchasing policy. Mr. McDaniel commented that janitorial services bids have become very competitive.

Motion was made by Bob Keller to award the janitorial services contract to Building Maintenance Services, Inc. for the period from 2/1/12 to 1/31/13—with the option to renew for two additional years—for the amount of \$63,180 annually. Jean Bowline seconded the motion; no one was opposed.

Discussion of Proposed Revisions to the Memorandum of Understanding with FCPL Friends and Advocates

Mr. McDaniel asked that the Board reschedule this agenda item to the March meeting, as more information will be available at that time.

Motion was made by Jean Bowline to move the Discussion of Proposed Revisions to the Memorandum of Understanding with FCPL Friends and Advocates to the March 20, 2012 Library Board meeting. Bob Keller seconded the motion; no one was opposed.

Discussion of Library's New Logo

Jon McDaniel and Holly Barfield, Assistant Director for Information Technology, presented the Board with variations of a new logo in both electronic and print formats. Mr. McDaniel noted

that the designer used a proprietary font in the logo and there would be expense involved if the library used the font in other ways. Ms. Barfield noted that there is a free version available, but that it does change the appearance. Board members selected their preferred option. Mary Helen McGruder summarized that the Board members like the pattern—the way the words are stacked—and the style.

In looking at the new website displayed on the screen, Kristin Morrissey asked that certain key tabs (e.g., catalog, my account) be more prominently displayed. Ms. Barfield said she would adjust the placement and size of those links.

Motion was made by Kristin Morrissey to approve the new logo and colors as selected during the meeting. Bob Keller seconded the motion; no one was opposed.

Discussion of Library's New Website

Steve Kight, Assistant Director for Public Services, and Holly Barfield demonstrated the new library website. In addition to being more visually exciting and making a better use of space, the website has new user-friendly features such as an option to search the site, a new navigation bar, pages for the individual branches, and the ability to sort programs by target audience and location. The new site also includes “Readers’ Corners” for all age groups. Mary Helen McGruder said that the content was incredible, but wished that the background was not so stark. Ms. Barfield said she could add texture to the background for visual interest. Kristin Morrissey was pleased that users will no longer have to click through several layers to get to information. Bob Keller commented that returning to “home” is not intuitive for those users who are not familiar with the practice of clicking on an organization’s logo to return to the homepage. Referring to Ms. Morrissey’s previous feedback about the website, Ms. McGruder suggested that the staff work with Ms. Morrissey to resolve any remaining issues before releasing the website to the public.

Discussion of Fiscal Year 2012 Budget Adjustments

Anna Lyle, Assistant Director for Support Services, requested Board approval for three budget adjustments. First, the County’s 2012 budget includes a \$63,548 increase in funding for the library. This increase is intended to restore paid holidays and provide a 3% cost-of-living-adjustment for staff. One-half of the increase needs to be added to the library’s FY2012 budget, as the last six months of the library’s fiscal year corresponds to the first six months of the County’s budget year.

Ms. Lyle indicated that the second adjustment is for a donation from the FCPL Friends and Advocates to pay \$600 in dues for FCPL to be a member of the Georgia Council for Public Libraries. The third adjustment is for another donation from the Friends. Ms. Lyle explained that the donation of \$2,872.81 supports a variety of programming events for youth and adults.

Motion was made by Bob Keller to approve the following budget adjustments:

- Approval to increase Forsyth County revenues by \$31,774 and increase Personnel expenditures by \$31,774 to reflect an increase in funding from Forsyth County Government for Calendar Year 2012.
- Approval to increase Other revenues and Operations expenditures by \$600 to reflect a donation from the FCPL Friends and Advocates.

- Approval to increase Other revenues and Operations expenditures by \$2,872.81 to reflect a donation from the FCPL Friends and Advocates.

Jean Bowline seconded the motion; no one was opposed.

Discussion of Fiscal Year 2011 Library Audit

Anna Lyle presented the documents related to the library's FY2011 audit by Mauldin and Jenkins, LLC. She explained that the Management's Discussion and Analysis summarizes the important points about the financial statements. She pointed out that the Board has seen much of the information throughout FY2011 in the form of budget adjustments and financial reports. Ms. Lyle noted that there was one finding due to library finance staff not being aware that purchases of multiple expendable items that are individually worth less than \$5,000 should be considered in the aggregate.

Motion was made by Mary Helen McGruder to approve the Library's Fiscal Year 2011 audit as presented. Bob Keller seconded the motion; no one was opposed.

Other Business:

Library Financial Report for November 2011

Anna Lyle presented the financial report for November 2011. She indicated that both revenues and expenditures are in line with where they should be at this point in the fiscal year. Ms. Lyle distributed a report for the Post Road Library construction project and indicated that this new report would be included in future Board packets with the regular financial report and the ongoing Hampton Park Library construction report. She noted that most expenses reflected on the Post Road Library report are for architectural services, but that activity will increase once the general contractor bid is issued and awarded.

November/December 2011 Library Activities Reports

Steve Kight highlighted tremendous increases in eBook checkouts, as well as programming attendance at the Hampton Park Library. He also noted the increase in use of the self-service equipment and said that use should continue to increase as the Cumming and Sharon Forks libraries transition to the one service desk model. Kristin Morrissey asked why there has been a decrease in information questions. Mr. Kight said he is not sure, but suspects that more people are doing their research at home.

Motion was made by Bob Keller to adjourn the meeting. Jean Bowline seconded the motion; no one was opposed.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, March 20, 2012 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Road, Cumming, GA 30040.