

**Forsyth County Public Library Board of Trustees
Minutes from March 20, 2012 Meeting**

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 20, 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. Alyssa LaRenzie with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of January 17, 2012 Library Board Meeting Minutes

Motion was made by Jean Bowline to approve the minutes of the January 17, 2012 meeting. Bob Keller seconded the motion; no one was opposed.

Discussion of Revised Memorandum of Understanding with FCPL Friends and Advocates

Jon McDaniel presented a revised memorandum of understanding with the Friends and Advocates. He noted that the revisions are intended to clarify responsibilities related to book sales and the new book store at the Cumming Library.

Motion was made by Bob Keller to approve the revised Memorandum of Understanding between the Forsyth County Public Library and the FCPL Friends and Advocates. Jean Bowline seconded the motion; no one was opposed.

Discussion of Revised Library Affiliates Policy (formerly Buy Your Own Policy)

Jon McDaniel presented a revision of the former Buy Your Own policy, which allows “purchase” buttons (links) to Amazon.com from the library’s online catalog. The revised policy expands the library’s ability to place “purchase” buttons for other vendors on its catalog webpage, website, or an affiliate’s eLibrary webpage. The original guidelines for vendors, which show the library’s concerns for its image, remain in the revised policy.

Motion was made by Kristin Morrissey to approve the revised Library Affiliates Policy, effective April 2, 2012. Jean Bowline seconded the motion; no one was opposed.

Discussion of Uncollectable Patron Debt for 2008

Anna Lyle, Assistant Director for Support Services, asked for Board approval to write off \$30,860.14 in uncollectible patron debt for 2008, in keeping with the library’s Patron Bad Debt Write-off Policy. Kristin Morrissey said she understands the need for the policy, but is concerned about patrons not paying what they owe and being able to get a new card in the future. There was a general discussion about procedures used to mitigate this problem. Ms. Lyle reviewed that the purpose of the policy is to ensure that the amount of accounts receivable is not misrepresented on the library’s financial statements.

Motion was made by Bob Keller to write off \$30,860.14 in patron debt remaining from 2008. Jean Bowline seconded the motion; no one was opposed.

Discussion of Fiscal Year 2012 Budget Adjustments

Anna Lyle, Assistant Director for Support Services, requested Board approval for two budget adjustments. First, Ms. Lyle recommended the transfer of \$25,000 from the Operations budget to the Materials budget for the purchase of eBooks. Second, Ms. Lyle indicated that Georgia's public libraries have received a 1% funding reduction for FY2012. She recommended taking the reduction from state-funded salaries, as all other State funds have already been spent.

Motion was made by Jean Bowline to approve the following budget adjustments:

- Transfer \$25,000 from Operations expenditures to Materials expenditures for the purchase of eBooks.
- Decrease State revenues and Personnel expenditures by \$4,155.08 to reflect a 1% funding reduction from the State of Georgia.

Bob Keller seconded the motion; no one was opposed.

Discussion of Library's Fiscal Year 2013 Budget

Anna Lyle presented the proposed FY2013 budget. Key points included:

- Revenues are shown as decreasing by \$7,566 and expenditures are shown as decreasing by \$28,158, as compared to the adjusted FY2012 budget.
- Library generated revenue has decreased due to a decrease in fines collected.
- The personnel budget includes no longevity pay and no pay increases, but does include all paid holidays.
- Salary expenses have decreased due to freezing a vacant information technology position.
- Benefits expenses show a decrease based on information received to date, but the impact of a change in State Health Benefit Plan's billing methodology is unknown.
- The total Materials budget is comparable to FY2012.
- The Operations budget has increased, primarily due to possible utilities expenses for the Post Road Library at the end of the fiscal year and increases in maintenance costs for self-service and RFID technology.
- FCPL has applied for E-Rate funding, which may result in savings in the communications budget line.

Ms. Lyle also presented an estimate of FCPL's fund balance and a list of its current uses. She recommended utilizing \$30,000 previously committed for RFID maintenance as part of the \$194,716 budgetary fund balance used to balance the proposed FY2013 budget. The library's unrestricted fund balance is estimated at 10.4% of budgeted revenues as of July 1, 2012.

Motion was made by Bob Keller to approve the Library's Fiscal Year 2013 Budget Proposal as presented. Jean Bowline seconded the motion; no one was opposed.

Motion was made by Kristin Morrissey to utilize \$194,716 in budgetary fund balance, including \$30,000 previously committed for RFID maintenance. Jean Bowline seconded the motion; no one was opposed.

Discussion of Library's Calendar Year 2013 County Budget Request

Anna Lyle presented the proposed CY2013 County budget request. She provided two versions because of uncertainty regarding State Health Benefit Plan rates for FY2013. Version 1 requests no increase for maintenance of current service levels. For new expenses, the proposed request includes one-half year (\$178,100) of minimal operating expenses for the Post Road Library, including:

- Three branch supervisors (all requiring Masters of Library and Information Science degrees),
- 10 additional hours/week of programming staff,
- 10 additional hours/week of courier/maintenance staff,
- 5 shelving staff at 15 hours/week, and
- Operations costs based on the non-personnel costs of operating Hampton Park and Sharon Forks.

Version 1 also includes a 3% pay increase for library staff if County staff are awarded a pay increase.

Version 2 is the same as Version 1, with the exception of requesting assistance from the County if there is a significant increase in the State Health Benefit Plan employer rates. This would result in requesting an increase for maintenance of current service levels.

Jean Bowline moved to approve the Library's Calendar Year 2013 County Budget Proposal as presented and to authorize library staff to use Version 2 of the Calendar Year 2013 County Budget Proposal to accommodate significant increases in the employer's State Health Benefit Plan rates, if applicable. Kristin Morrissey seconded the motion; no one was opposed.

Other Business:

Library Financial Report for January 2012

Anna Lyle presented the financial report for January 2012. She indicated that both revenues and expenditures are in line with where they should be at this point in the fiscal year. There was no discussion.

January/February 2012 Library Activity Reports

Steve Kight, Assistant Director for Public Services, said that the eLibrary is very busy. Since 2/24/11, there have been 21,863 eBook checkouts. Moving the service desk at the Cumming Library has been successful. A 27.6% increase in information questions over February 2011 shows that more people are being reached. Mr. Kight noted that 260 people attended the robotics program and that 30 programs are planned for Spring Break. He shared that, as a feature of the new website, personalized reading suggestions are now offered.

Post Road Library Progress Report

Carla Beasley, Assistant Director for Planning and Facilities, shared that 10 companies responded to the Request for Qualifications for constructing the Post Road Library. A committee will evaluate the responses based on a scoring matrix. Mr. McDaniel said

that the bid for the project will be due in early May and that a recommendation will be brought to the May Board meeting.

Closed Session for Discussion of Future Acquisition of Real Estate

Bob Keller moved to go into closed session for the purpose of discussing possible future acquisition of real estate for a branch library. Jean Bowline seconded the motion; no one was opposed.

Kristin Morrissey moved to go out of closed session. Bob Keller seconded the motion; no one was opposed.

Jean Bowline moved to return to regular session. Bob Keller seconded the motion; no one was opposed.

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 Wednesday, May 16, 2012 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.