

**Forsyth County Public Library Board of Trustees  
Minutes from May 16, 2012 Meeting**

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library Administrative Offices on May 16, 2012. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner. Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, 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 March 20, 2012 Library Board Meeting Minutes**

Motion was made by Tim Plotner to approve the minutes of the March 20, 2012 meeting. Kristin Morrissey seconded the motion; no one was opposed. (Bob Keller was not present for this vote.)

**Approval of Library Board Meeting Schedule for Fiscal Year 2013**

Board members discussed and approved the following exceptions to the usual practice of meeting on the third Tuesday of January, March, May, July, September, and November at the Cumming Library:

- The July meeting will be held on Wednesday, July 25, 2012 at the Administrative Offices
- The September meeting will be held on Tuesday, September 25, 2012
- The November meeting will be held on Tuesday, November 13, 2012

Motion was made by Bob Keller to approve the Fiscal Year 2013 Library Board Meeting Schedule as amended. Tim Plotner seconded the motion; no one was opposed.

**Discussion of Memorandum of Understanding with Cumming Garden Club**

Jon McDaniel requested Board approval for a Memorandum of Understanding with the Cumming Garden Club. Mr. McDaniel indicated that the club provides floral displays for the libraries and occasionally hosts a large flower show at the Cumming Library. Mary Helen McGruder noted that the Cumming Garden Club is one of the oldest organized clubs in Forsyth County. Tim Plotner asked if the language prohibiting “signs of political parties” and “national or international events” would preclude patriotic displays. Mr. Plotner said he would not want the document to be misunderstood to suggest that the Library Board intended to exclude the American flag. Ms. McGruder clarified that flags have been included in the Fourth of July arrangements.

Motion was made by Bob Keller to approve the Memorandum of Understanding between the Forsyth County Public Library and the Cumming Garden Club. Kristin Morrissey seconded the motion; no one was opposed.

### **Discussion of Memorandum of Understanding with Forsyth County Master Gardeners**

Jon McDaniel requested Board approval for a Memorandum of Understanding with the Forsyth County Master Gardeners. This group maintains a demonstration garden at the three library locations. Kristin Morrissey commented that the group does beautiful work and Mary Helen McGruder added that the partnership is certainly beneficial to the library.

Motion was made by Tim Plotner to approve the Memorandum of Understanding between the Forsyth County Public Library and the Forsyth County Master Gardeners. Bob Keller seconded the motion; no one was opposed.

### **Discussion of General Contractors' Bids for Construction of Post Road Library**

Jon McDaniel recommended that the Library Board award the construction contract for the Post Road Library to the contractor with the lowest bid, Benning Construction Company. Benning Construction Co., along with four other general contractors, was already pre-qualified for the project, and has experience with comparable jobs. Mr. McDaniel noted that the contract must also be approved by the Forsyth County Board of Commissioners before the work begins. He said that the groundbreaking will likely be in July.

Kristin Morrissey suggested that Mr. McDaniel speak with representatives from the libraries that have contracted with Benning Construction Co. to gain additional information that might be helpful during the construction process.

Motion was made by Kristin Morrissey to award the construction contract for the Post Road Library to Benning Construction Company for \$4,183,707, contingent upon Board of Commissioners approval. Bob Keller seconded the motion; no one was opposed.

### **Discussion of Fiscal Year 2012 Budget Adjustments**

Anna Lyle, Assistant Director for Support Services, requested approval for three budget adjustments. The first adjustment reduces State revenues and Personnel expenses by \$5,383.40 to reflect actual receipts for state-funded positions. Ms. Lyle clarified that this change is not the result of a funding reduction imposed by the State. Rather, it is due to other activity that affects the state funding formula, including the difference in experience level between the current and previous staff members holding one of the state-funded positions.

Ms. Lyle stated that the second adjustment is for a donation of \$7,200 from the FCPL Friends and Advocates. This donation includes funding for prize books for the summer reading program, special guest performers, and display boards for each branch.

Ms. Lyle indicated that, although the third adjustment does not impact total expenditures, the library's Budget policy requires Board approval to move funds between major budget categories. In reevaluating expenses that do not clearly fit into the State's standard chart of accounts, staff decided that a database expense that had been previously paid from the Operations budget should be coded to the Materials budget instead.

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

- Reduce State revenues and Personnel expenditures by \$5,383.40 to reflect actual receipts for state-funded positions.

- Increase Other revenues and Operations expenditures by \$7,200.00 to reflect a donation from the FCPL Friends and Advocates.
- Transfer \$2,315.25 from Operations to Materials to reflect a change in account coding.

Tim Plotner seconded the motion; no one was opposed.

### **Discussion of Option to Convert a State-funded Position for Fiscal Year 2013**

Anna Lyle explained that, on an annual basis, Georgia's public libraries are offered the option to convert one or more of their state-funded positions to \$55,000 that can be used for any purpose. This year Georgia Public Library Service has advised that this decision requires Library Board approval. Ms. Lyle indicated that it is to FCPL's advantage to keep all state-funded positions, as the value of the salary and benefits exceeds \$55,000.

Motion was made by Tim Plotner to decline the opportunity to convert a state-funded position for \$55,000 in state funding for Fiscal Year 2013. Bob Keller seconded the motion; no one was opposed.

### **Discussion of Calendar Year 2013 County Budget Request**

Anna Lyle noted that she and Jon McDaniel had met with members of the County's finance committee earlier that day. She reminded the Board members that they had previously approved two versions of the CY2013 County Budget Request in order to give library staff the flexibility to respond to increases in the employer's health insurance costs. At the time the library's request was submitted to the County, health insurance costs were expected to increase by \$113,500 for the library's FY2013 budget; the library requested an increase of \$55,700 from the County to help cover this increase. However, the final rate approved by the Board of Community Health will result in an increase of only \$10,100, so Mr. McDaniel asked the County's finance committee to change the library's request to reflect no increase to maintain current services. Because this option was approved by the Library Board on March 20<sup>th</sup>, no motion is needed at this meeting.

Ms. Lyle summarized the remainder of the meeting with County staff. The focus was the library's request for one-half year of operating costs for the Post Road Library. These costs include three supervisors, five shelvers, 10 additional hours/week for courier and programming positions, and essential operating expenses like utilities and telecommunications. Ms. Lyle added that she had emphasized that the library will not be able to operate the Post Road Library with as small of an increase as it received to operate the Hampton Park Library. She said that the resources tapped to operate Hampton Park are no longer available. For example, although some staff will be transferred to the new library, staffing levels are already much more sparse than they were prior to the opening of the Hampton Park Library. Kristin Morrissey complimented the library staff on using technology and other solutions to reduce expenses and increase service levels.

Mary Helen McGruder asked about the possibility of obtaining health insurance from the private sector. Mr. McDaniel indicated that regulations require continued contributions to the State Health Benefit Plan (SHBP). He noted that the County pays more (per covered employee) for its self-insured plan than the amount originally proposed by SHBP. Bob Keller suggested that the issue be revisited after the Supreme Court makes a decision regarding whether it is constitutional to require individuals to purchase health insurance.

## **Discussion of Fiscal Year 2013 Budget Adjustments**

Because of the change to lower-than-expected health insurance costs discussed under the previous agenda item, no FY2013 budget adjustment is needed.

Mary Helen McGruder commended the state legislators for responding to the library's health insurance situation. She said she heard from every member of the Forsyth delegation.

## **Other Business:**

### **Library Financial Report for March 2012**

Anna Lyle presented the financial report for March 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.

### **March/April 2012 Library Activities Reports**

Steve Kight, Assistant Director for Public Services, highlighted the success of the new website. He noted that patrons respond to the rotating ads on the homepage. Kristin Morrissey said that, although she does not like the idea, staff should research options for putting commercial content in that space. Mr. Kight shared that there are now over 650 fans of FCPL's Facebook page. Mr. Plotner said he had noticed that the library sometimes posts too many (four to five) announcements at a time. Bob Keller asked what the library is doing to respond to changes to Flash and Adobe. Holly Barfield, Assistant Director for Information Technology, said that she is currently researching this issue.

Mr. Kight said that the new personalized reading suggestions service has been popular, with 226 patrons—adults and children—completing the questionnaire. Mr. Kight credited the new website with increases in database usage, noting that the databases are “front and center” on the new website. He credited the new one-desk service model for a 50% increase in information questions in April (as compared to April 2011). Ms. Morrissey commented that the signage at the service desk does not make it clear that patrons may check out their materials there. Mr. Kight said that this is intentional—that the goal is to encourage patrons to use the self-service machines. Jon McDaniel said that staff would look into Ms. Morrissey's concerns about signage.

Mr. Kight concluded by sharing that the FCPL Friends and Advocates book store had \$4,000 in sales in its first three months. Mr. McDaniel added that the book store will be expanded into an adjacent office. An office will be built for the displaced staff member on the same side of the building as other staff offices. Board members expressed appreciation for the Friends volunteers. Mary Helen McGruder added that the staff did a great job on the volunteer appreciation reception in April.

### **Library Cards for Students of North Georgia College and State University**

Mary Helen McGruder said that classes at the Forsyth campus of North Georgia College and State University would begin soon. Noting that there is no library on that campus, Ms. McGruder asked if out-of-county students attending this campus would be eligible for FCPL cards. Jon McDaniel responded in the affirmative, adding that students would need to verify eligibility once a year. Mr. Plotner asked if there are specific items that

FCPL should add to its materials collection. Mr. McDaniel said he thought the main need would be access to computers.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Wednesday, July 25, 2012 at 5:30 p.m. at the FCPL Administrative Offices, 585 Dahlonega Road, Cumming, GA 30040.