

**Forsyth County Public Library Board of Trustees
Minutes from September 25, 2012 Meeting**

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 25, 2012. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. 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 July 25, 2012 Library Board Meeting Minutes

Motion was made by Bob Keller to approve the minutes of the July 25, 2012 meeting. Jean Bowline seconded the motion; no one was opposed.

Election of Officers for Board of Trustees

Mary Helen McGruder opened the floor for nominations for Board officers to serve from September 25, 2012 to September 17, 2013.

Bob Keller moved to re-elect Mary Helen McGruder as Chairman. Tim Plotner seconded the motion. Tim Plotner moved to close nominations; Kristin Morrissey seconded the motion. All were in favor of re-electing Mary Helen McGruder as Chairman; no one was opposed.

Mary Helen McGruder moved to elect Bob Keller as Vice-Chairman. Kristin Morrissey seconded the motion. Jean Bowline moved to close nominations; Tim Plotner seconded the motion. All were in favor of electing Bob Keller as Vice-Chairman; no one was opposed.

Mary Helen McGruder moved to re-elect Kristin Morrissey to a combined Secretary/Treasurer position. Tim Plotner seconded the motion. Tim Plotner moved to close nominations; Bob Keller seconded the motion. All were in favor of re-electing Kristin Morrissey as a combined Secretary/Treasurer; no one was opposed.

Discussion of FCPL Friends and Advocates Revised MOU

Jon McDaniel explained a proposed revision to the Memorandum of Understanding (MOU) between the Forsyth County Public Library and the FCPL Friends and Advocates. He stated that the change addresses a situation that recently occurred. A member of the Friends and Advocates board had applied for a job with the library, but it was determined that hiring a member of the Friends board would present a direct conflict of interest between the Friends and the library system. The revised MOU states that an individual cannot be both a Friends board member and an FCPL staff member. Mr. McDaniel said that the Friends and Advocates had approved the proposed change, but the president was currently out of town and had not signed the MOU.

Motion was made by Tim Plotner to approve the revised Memorandum of Understanding between the Forsyth County Public Library and the FCPL Friends and Advocates, effective pending approval by the FCPL Friends and Advocates Board. Jean Bowline seconded the motion; no one was opposed.

Discussion of Library Board Participation in Strategic Planning

Jon McDaniel reviewed plans to re-evaluate and update the library's strategic plan. He outlined the plans to solicit feedback from library staff in early October and from library supervisors in early December, before the library's Management Team members discuss it at a retreat on December 11-12, 2012. Mr. McDaniel asked at what point the Board would like to be involved in developing the new strategic plan (such as by attending the retreat in December 2012 or by discussing the plan at the Board meeting in January 2013).

Kristin Morrissey expressed support for Mr. McDaniel's plans, acknowledging the importance of long term planning. She suggested reaching out to library patrons as well, using a simple online survey to ask patrons for suggestions. She cited the recent survey by Forsyth County Schools as an example. Mary Helen McGruder asked whether the library uses email to contact patrons, and Steve Kight (Assistant Director for Public Services) confirmed that email surveys have been done. Tim Plotner suggested interviewing heavy library users identified by Library Board members.

All of the Board members expressed interest in participating in the strategic planning process. It was decided that Board members would join the Management Team at 9:30 a.m. on Wednesday, December 12, 2012 (the second morning of the Management Team retreat) at the Lanier Conference Center. Before that time, the Management Team will review suggestions received from staff, supervisors, patrons, and/or community partners, and then identify new goals, determine priorities, and be prepared to make recommendations.

Ms. McGruder commented that she will attend strategic planning meetings for the Georgia Public Library Service (GPLS) in October and November.

Discussion of Adjustments to Fiscal Year 2013 Budget

Anna Lyle, Assistant Director for Support Services, requested Board approval for two adjustments to the FY2013 budget.

First, the State is requiring a 3% reduction to Fiscal Year 2013 budgets for all state agencies, so the Georgia Public Library Service is reducing library payments by 3%. For FCPL this results in a reduction of \$11,319.36 from the system services grant, which is used for materials purchases. She recommended that fund balance already committed for materials purchases be used to offset this reduction.

Ms. Lyle explained that the second adjustment was because the FCPL Friends and Advocates group had donated \$500 to cover the cost of FCPL's participation in this year's Spell Check Live event.

Bob Keller made a motion to approve the following adjustments to the FY2013 budget:

- Adjust State revenues to reflect new grant information from GPLS, which includes a decrease of 3% (\$11,319.36) in funding. This decrease will be taken from the System Services grant (used for Materials). Approval to utilize \$11,319.36 of the fund balance committed for materials purchases to avoid reducing the materials budget.
- Increase Other revenues and Operations expenses by \$500 to reflect a donation from the FCPL Friends and Advocates.

Tim Plotner seconded the motion; no one was opposed.

Other Business:

Library Financial Report for July 2012

Anna Lyle presented the financial report for July 2012. She indicated that revenues and expenditures are in line with where they should be at this point in the fiscal year.

Kristin Morrissey indicated she had questions relating to the construction budget, and asked if Ms. Lyle could explain the expenses incurred so far. Ms. Lyle reviewed the Post Road Construction Project Report, including budget, actual expenses, and encumbrances. Ms. Lyle offered to provide a written narrative about the construction budget status for future meetings.

July/August 2012 Library Activities Reports

Steve Kight, Assistant Director for Public Services, reported that the number of information questions continues to increase at all branches. These increases are highest at the Cumming Library, largely due to the central location of the public desk. He reported that staff have adapted well to the change to a one-desk model, and are doing an outstanding job. The eLibrary is growing exponentially, and patron use of the self-check machines is also increasing. Ms. Morrissey commented that she had noticed an improvement at the Sharon Forks Library. Mr. Kight also reported that enrollment in the Summer Reading Program had increased by 19% from last year. He complimented the Youth Services staff for doing a great job.

Mr. Kight reported that almost 200 people had attended "An Evening with Terry Kay" at the Lanier Conference Center on September 10, 2012. Mary Helen McGruder commented that the crowd was outstanding and the event reflected well on the library and its staff. Jon McDaniel said that Steve Kight, Literacy Forsyth, and library staff had all pitched in to help make the event a success.

Post Road Library Update

Carla Beasley, Assistant Director for Planning and Facilities, distributed photos showing the construction progress of the new Post Road Library, and reported that most of the site has been graded to curb height. She stated that the basement, which will house HVAC equipment, would also offer additional storage space for library furniture and shelving. In response to a question from Ms. Morrissey about fencing, Ms. Beasley discussed the plans for landscaping to shield the nearby houses and said that everything possible was being done to safeguard those homeowners. She said that steel would be going up in another month. Jon McDaniel commented that there have been no surprises on the construction site, other than some rock. He said the soil was sandy and rain drained off well.

Ms. Beasley discussed the status of LEED (Leadership in Energy and Environmental Design) certification for the new library. She explained that the LEED rating system offers four certification levels for new construction – Certified, Silver, Gold, and Platinum – based on points earned in green design categories. Although the final point count will not be known until the project is concluded, the architect believes that the Post Road Library will reach the Silver level. Ms. Beasley clarified that the Silver level was relatively easy and affordable for the library system to attain, while the Gold level would require certain features that would be hard to attain or would involve things the library would not want to do.

Mary Helen McGruder stated that she had spoken with Bryan White, the artist who is doing the artwork for the Post Road Library, and the project is going very well.

Mary Helen McGruder reminded the Board that the Director's evaluation will be conducted at the November 13th meeting. Kristin Morrissey agreed to coordinate the process again this year. Mr. McDaniel will send out evaluation documents in both electronic and print form for use by Board members.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, November 13, 2012 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.