

**Forsyth County Public Library Board of Trustees
Minutes from November 13, 2012 Meeting**

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 13, 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. Alyssa LaRenzie with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of September 25, 2012 Library Board Meeting Minutes

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

Discussion of Automated Materials Handling Request for Proposal

Jon McDaniel reviewed the status of the library's recent Request for Proposal (RFP) for an automated materials handling (AMH) system for the new Post Road Library. Proposals were received from three vendors (Bibliotheca, EnvisionWare, and 3M). Pricing for all three companies was lower than the price quote obtained for budget planning purposes. Based on cost, functionality, and references, the library narrowed the list to Bibliotheca and EnvisionWare. Library staff conducted site visits to observe both of these vendors' AMH systems and tested how each would handle a variety of library materials. Mr. McDaniel reported that the Bibliotheca system was determined to be more user friendly than the EnvisionWare system. Holly Barfield, Assistant Director for Information Technology, distributed copies of the two configuration options proposed by Bibliotheca.

Discussion took place about the AMH system, including how it would process items, where patrons could drop off items, possible safety concerns, and how jams would be handled. The balance between check-in speed and accuracy was discussed, with general agreement that accuracy was the priority. Items would need to be placed in the return unit one at a time to be properly checked in and sorted.

Mr. McDaniel said that numerous customizable features were available. A second intake station would keep patrons from having to wait when one patron had a lot of materials to return, and would also speed up internal processing. Another option is a window or monitor to allow patrons to watch their materials go through the handler. Patrons could also choose to receive a receipt of items returned.

Mr. McDaniel recommended the Bibliotheca system, with possible modifications, including an additional intake station.

Motion was made by Kristin Morrissey to award the RFP for radio frequency identification equipment (including 6 RFID pads and automated materials handling system) to Bibliotheca, with initial costs of \$160,760 and annual maintenance of \$12,688. Director is authorized to purchase different or additional components if consultation between library staff and vendor results in a different configuration than originally proposed. Total initial cost shall not exceed \$200,000. Bob Keller seconded the motion; no one was opposed.

Discussion of Library Strategic Planning

Jon McDaniel updated the Board on the status of the library's strategic planning activities. Library management staff recently met with community leaders (including Forsyth County Schools and Cumming-Forsyth County Chamber of Commerce), and upcoming meetings are scheduled with other community leaders, library patrons, and county officials prior to the management team's retreat in December. Mary Helen McGruder confirmed that the Board members are scheduled to meet with the library's management team on Wednesday, December 12, 2012 to discuss strategic planning priorities.

Discussion of Fiscal Year 2013 Budget Adjustments

Anna Lyle, Assistant Director for Support Services, requested Board approval to adjust the budget to reflect a donation by the FCPL Friends and Advocates for \$300 for discretionary funds to spend on business niceties for which it is not appropriate to spend public funds. Examples of expected expenditures include small prizes for staff training and occasional snacks/treats for staff to celebrate projects completed or milestones reached.

Tim Plotner made a motion to approve the following adjustment to the FY2013 budget: Increase Other revenues and Operations expenses by \$300 to reflect a donation from the FCPL Friends and Advocates. Jean Bowline seconded the motion; no one was opposed.

Other Business:

Library Financial Report for September 2012

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

Ms. Lyle reported that, as requested at the last Board meeting, she had provided the Board with a written narrative about the status of the Post Road Library and Hampton Park Library construction budgets.

September/October 2012 Library Activities Reports

Steve Kight, Assistant Director for Public Services, presented the activities reports for September and October 2012. He reported that new library cards had increased in October 2012 by 18.6% over October 2011, primarily due to a library card drive. He also highlighted the 24.9% increase in program attendance at the Hampton Park Library in October 2012 over October 2011, and also reviewed an increase in checkouts. Mr. Kight commented on the 18.3% increase in use of e-resources since the implementation of the new website.

Post Road Library Progress Report

Carla Beasley, Assistant Director for Planning and Facilities, distributed photos showing the construction progress of the Post Road Library, and reported that the project was progressing well. She reported that slab had been poured, a decelerator lane and binder layer (under asphalt) had been put in, and trees and larger shrubs had been installed. She reported that the interior designers had set up a meeting schedule, and fabrics would be reviewed in December. Mary Helen McGruder reported hearing positive feedback about the paving that had been installed, which had helped to reduce dust. She said that the contractor's efforts to help keep the site neat and orderly were appreciated. Bob Keller also commented on the removal of the silt and erosion control fencing.

Forsyth County Liability Insurance Policy

Jon McDaniel reported that the library had asked Forsyth County staff to verify whether the FCPL Friends and Advocates who volunteer on library property would be covered under the County's liability insurance policy. The Risk Management staff discussed the issue with the County's insurer, and recommended a resolution be presented to the Board of Commissioners (BOC). Mr. McDaniel reported that the resolution, which addresses insurance coverage beyond the original volunteer question, had been approved at the last BOC work session and was scheduled on the agenda for the BOC meeting on November 6, 2012. Mr. McDaniel said that the library had been covered under the county's liability policy for many years and that the resolution formalizes existing practices. Mr. McDaniel stated that the library buildings and grounds are owned by the Board of Commissioners, and the Library Board operates the library. Mary Helen McGruder stated that it was good to have absolute clarification that the Library Board of Trustees is covered on the county's policy.

Closed Session for Director's Annual Evaluation

Motion was made by Bob Keller to go into closed session for the purpose of conducting the Director's annual evaluation. Jean Bowline seconded the motion; no one was opposed.

Motion was made by Tim Plotner to end the closed session. Bob Keller seconded the motion; no one was opposed.

Motion was made by Tim Plotner 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, January 15, 2013 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.