

**Forsyth County Public Library Board of Trustees
Minutes from January 15, 2013 Meeting**

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 15, 2013. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. (Mr. Plotner was not present for the first four votes.) Also present were Jon McDaniel (Director), Anna Lyle, Carla Beasley, Holly Barfield, Linda Kelly, Stephen Kight, and other staff members. Jennifer Sami with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of November 13, 2012 Library Board Meeting Minutes

Motion was made by Bob Keller to approve the minutes of the November 13, 2012 meeting. Jean Bowline seconded the motion. The motion passed 4-0, with Tim Plotner absent.

Discussion of Library Strategic Planning

Mary Helen McGruder stated that the proposed revisions to the library's strategic plan did a good job of capturing the input provided by the Board and the community during recent focus group sessions. Brief discussion took place regarding items in the proposed plan.

Motion was made by Kristin Morrissey to adopt the FCPL Strategic Plan 2013 – 2016 (including goals and objectives) presented by staff. Bob Keller seconded the motion. The motion passed 4-0, with Tim Plotner absent.

Discussion of Fiscal Year 2013 Budget Adjustment

Anna Lyle, Assistant Director for Support Services, requested approval for a budget adjustment of \$92,400 for a 3% pay increase for staff funded by Forsyth County. One-half of this increase (\$46,200) is included in this budget adjustment for the remainder of the Fiscal Year 2013 budget, and the remaining half will be reflected in the Fiscal Year 2014 budget.

Motion was made by Jean Bowline to increase Forsyth County revenues by \$46,200 and increase Personnel expenditures by \$46,200 to reflect an increase in funding from Forsyth County Government for Calendar Year 2013. Bob Keller seconded the motion. The motion passed 4-0, with Tim Plotner absent.

Discussion of Annual Library Audit for Fiscal Year 2012

Anna Lyle presented the documents related to the library's FY2012 audit by Mauldin and Jenkins, LLC. There were no findings or recommendations on this audit. Ms. Lyle referred to the Management's Discussion and Analysis section, and pointed out that the Fund Balance was where it should be. Mary Helen McGruder noted that this was a "clean" audit and expressed congratulations for a great job.

Kristin Morrissey moved to approve the Library's Fiscal Year 2012 audit as presented. Bob Keller seconded the motion. The motion passed 4-0, with Tim Plotner absent.

Other Business:

Library Financial Report for November 2012

Anna Lyle presented the financial statement report for the period ending November 30, 2012. Bob Keller asked if the unbudgeted expense of \$1,545 to rent a tent for the Post Road Library groundbreaking would be reimbursed by Impact Fees. Ms. Lyle explained that it would not, as it is ineligible because it is not a capital expense. Referring to the Post Road Construction Project Report included in the Board packet, Kristin Morrissey asked why there have been no expenses recorded for site development. Jon McDaniel explained how the state defines site development and why the Site Development line reflected no expenses at this point.

November/December 2012 Library Activities Report

Steve Kight, Assistant Director for Public Services, reviewed the activities report for November and December 2012. He reported that self-checkouts had increased by 35.6%, and information questions had increased by 21.5%. More than 4,600 eBooks were checked out in December 2012, with an overall increase of 163% over 2011. Program attendance was up by 36.9%. The library's blog had 1,500 page views in December, which is three times the normal amount.

Mr. Kight reported that, based on feedback from patron focus groups, some changes have been implemented to make the library more convenient to patrons.

- The hold limit has been increased from 25 items to 50 items at a time.
- Fines may now be paid online.
- Time limits for usage of public computers are being extended from 1 hour to 4 hours.

Mr. Kight invited the Public Services supervisors to the front of the room. He introduced (or re-introduced) each staff member to the Board, providing a brief description of their position and background. Mary Helen McGruder welcomed them and congratulated them on the job they are doing.

Tim Plotner arrived at the meeting.

Jon McDaniel told the Board that Forsyth County Commissioner Todd Levent had asked him to provide information about the relevance of the library in the community. Mr. McDaniel shared the document he had written for Commissioner Levent, which includes usage statistics, tangible and intangible attributes of the library, and services planned for the future. Kristin Morrissey commented that the statistics clearly reflect the community's heavy use of the library. Ms. McGruder reported that Commissioner Levent had responded, acknowledging that the library was indeed relevant and that he was impressed with the information provided. Bob Keller said that the increased use of self-checkout machines was very encouraging, and Mr. Kight commented that staff were doing a good job of encouraging patrons to use the machines.

Post Road Library Update

Carla Beasley, Assistant Director for Planning and Facilities, distributed photos showing the construction progress of the Post Road Library. She reported that workers had begun to brick the building, with the mortar matching the brick. She pointed out a tree-safe area, and reported that the Forsyth County Master Gardeners would develop a plot of land beyond the tree-safe area.

Demonstration of Automated Materials Handling System

Board members observed a demonstration of the automated materials handling (AMH) system to be utilized in the forthcoming Post Road Library. The demonstration was presented by sales and technical staff from Bibliotheca, the AMH vendor. Holly Barfield, Assistant Director for Information Technology, assisted in demonstrating how items are processed, and answered questions about the machine's operation, sorting, sensors, and maintenance. Board members participated in the demonstration by feeding materials into the AMH system.

Closed Session for Discussion of Land Acquisition for a Branch Expansion Project

Jean Bowline moved to go into closed session to discuss land acquisition for a branch library expansion project. Tim Plotner seconded the motion. The motion passed unanimously, with all Board members present.

Tim Plotner moved to go out of closed session. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Tim Plotner moved to return to regular session. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Motion was made by Jean Bowline to adjourn the meeting. Mary Helen McGruder seconded the motion. The motion passed unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, March 19, 2013 at 5:30 PM at the Cumming location.