

Forsyth County Public Library Board of Trustees Minutes from May 21, 2013 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 21, 2013. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner. Jean Bowline was absent. Mr. Plotner was delayed in arriving at the meeting. Also present were Jon McDaniel (Director), Holly Barfield, Ann Decherd, Linda Kelly, Steve Kight, Anna Lyle, and other staff members.

Mary Helen McGruder called the meeting to order.

Approval of March 19, 2013 Library Board Meeting Minutes

Motion was made by Bob Keller to approve the minutes of the March 19, 2013 meeting. Kristin Morrissey seconded the motion. The motion carried with three members in favor (McGruder, Keller, Morrissey) and two members absent (Bowline and Plotner).

Discussion of Library Board Fiscal Year 2014 Meeting Schedule

Jon McDaniel requested Board approval for the proposed meeting schedule for FY2014. Board meetings are typically held the third Tuesday of July, September, November, January, March, and May. Mr. McDaniel recommended meeting a week later than usual in September (September 24 instead of September 17) in order to avoid a conflict with the Forsyth Reads Together author event.

Motion was made by Mary Helen McGruder to approve the Fiscal Year 2014 Library Board Meeting Schedule as presented. Kristin Morrissey seconded the motion. The motion carried with three members in favor (McGruder, Keller, Morrissey) and two members absent (Bowline and Plotner).

Discussion of Telephone System Upgrade Bid

Anna Lyle, Assistant Director for Support Services, explained the need to expand the capacity of the telephone system in preparation for the new Post Road Library. Staff originally planned to change to a new system that would have the capacity for additional locations, but decided to upgrade the existing system after talking with multiple consultants about options and determining that the fifth service location would not be constructed for several years.

Ms. Lyle stated that three companies bid on the telephone system upgrade. The selection committee determined that two bids were non-compliant. For example, one company did not include enough T1 interfaces and the other did not include enough analog ports. Therefore, the staff recommended awarding the bid to Arrow S3. Ms. Lyle noted that Arrow S3 had the highest bid price, but had a thorough proposal that included all required equipment and labor in the base bid price. She also noted that Arrow S3 has worked on past projects with the library and currently provides the library's telephone maintenance.

In response to a question from Bob Keller, Ms. Lyle noted that the consultants who assisted library staff in writing the bid specifications and evaluating the bid results were not affiliated with companies that were eligible to bid on the project. She added that the consulting firm, Abilita, is a member of an association that has adopted a code of ethics that prohibits conflicts of interest. Mary Helen McGruder commented that she agreed with the decision to upgrade the existing system since there

will not be another new facility in the foreseeable future. Kristin Morrissey added that it was a frugal decision. Tim Plotner asked whether the bidders were given the information needed to provide a complete bid and whether they had adequate time to respond to the invitation to bid. Ms. Lyle answered in the affirmative, stating that all interested companies were invited to ask questions and that the library issued multiple addenda to respond to questions and concerns. The final addendum was issued a week before the bid opening date. Vendors were also offered the option to conduct a site visit; Arrow S3 and one of the other bidders chose to take advantage of this opportunity.

Motion was made by Bob Keller to award the Telephone System Upgrade bid to Arrow S3 in the amount of \$29,672.09 initial costs and \$2,237.23 annual maintenance. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of Uncollectable Patron Debt for 2009

Anna Lyle asked for Board approval to write off \$31,788.13 in uncollectible patron debt for 2009, in keeping with the library's Patron Bad Debt Write-off Policy. She noted that the amount is consistent with past years' write-off amounts. In response to a question from Tim Plotner, Steve Kight (Assistant Director for Public Services) indicated that patrons affected by the write-off are not prevented from applying for a card in the future. Jon McDaniel added that many of these patrons have moved out of the area.

Motion was made by Tim Plotner to write off \$31,788.13 in patron debt remaining from 2009. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of Fiscal Year 2013 Budget Adjustments

Anna Lyle requested Board approval for three budget adjustments. First, the FCPL Friends and Advocates have donated \$1,250 to assist with the deposit for the author's speaking fee for the Forsyth Reads Together event in September. Second, the Friends have donated \$2,675 to assist with the purchase of artwork for the Post Road Library. Third, the Georgia Public Library Service has experienced savings in health insurance costs in FY2013 and is passing this savings on to Georgia's public libraries. FCPL's share is \$12,286.93, which will be spent on materials for children and youth.

Jon McDaniel commented that FCPL will receive approximately \$25,000 of a \$2,000,000 state computer grant in FY2014. In addition, a request for a state grant to replace the fire alarm system at the Sharon Forks Library has been approved.

Motion was made by Tim Plotner to approve the following budget adjustments:

- Approval to increase Other revenues and Operations expenses by \$1,250 to reflect a donation from the FCPL Friends and Advocates for the Forsyth Reads Together program.
- Approval to increase Other revenues and Operations expenses by \$2,675 to reflect a donation from the FCPL Friends and Advocates for artwork for the Post Road Library.
- Approval to increase State revenues and Materials expenditures to reflect a \$12,286.93 increase in the System Services grant (used for Materials).

Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Other Business:

Library Financial Report for March 2013

Anna Lyle presented the financial statement report for the period ending March 31, 2013 and highlighted the key points of the financial reports for the Post Road Library and Hampton Park Library construction projects. Board members had no questions or comments.

March/April 2013 Activities Report

Steve Kight, Assistant Director for Public Services, introduced four new Public Services supervisors to the Board. He then reviewed the activities report for March and April 2013. Mr. Kight highlighted changes that have been made to make the libraries more convenient for patrons, including modifications to the automated telephone attendant and a new schedule for overdue notifications. He described outreach efforts in preparation for the summer reading program. Staff members have promoted the program to over 3,000 students in the schools. Teen volunteers have been recruited and trained in preparation for the program. Mr. Kight said that the goal is to increase participation by 30% as compared to the 2012 program.

There was a general discussion about the statistics Mr. Kight provided and possible reasons for decreases in some areas. Tim Plotner asked Mr. Kight to verify that the 2012 figure for programs at Sharon Forks (364) is correct.

Mary Helen McGruder asked Mr. Kight for an update on the Forsyth Reads Together program. Mr. Kight indicated that Rick Bragg is confirmed for an author talk on September 17th. The featured title will be *All Over but the Shoutin'*. He said that a press release has been sent to the papers and schools, and that more publicity will be done closer to the time.

Post Road Library Update

Ann Decherd, Branch Manager for the Post Road Library, provided an update on the branch's construction. She reviewed photographs reflecting progress on the building's exterior and interior. She emphasized the glass walls and the open, airy feel of the building. Jon McDaniel said that delays in successful testing of the retention pond (due to abundant rain) could cause a delay in the building being turned over to the library. Otherwise, the building should be complete by mid-June, with shelving and furniture to follow in July.

Motion was made by Bob Keller to adjourn the meeting. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, July 16, 2013 at 5:30 PM at the Cumming location.