

Forsyth County Public Library Board of Trustees Minutes from July 16, 2013 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 16, 2013. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Kristin Morrissey. Tim Plotner was absent. Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, Linda Kelly, Steve Kight, Anna Lyle, and other staff members. Aldo Nahed with the *Forsyth Herald* was also present.

Mary Helen McGruder called the meeting to order.

Approval of May 21, 2013 Library Board Meeting Minutes

Motion was made by Jean Bowline to approve the minutes of the May 21, 2013 meeting. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2013 Annual Report and Fiscal Year 2014 Application for State Aid

Jon McDaniel explained that Library Board approval of various federal regulations is required by the Georgia Public Library Service (GPLS) in order for the library system to qualify for federal funding distributed by GPLS.

Motion was made by Bob Keller to approve the certifications outlined in the document entitled *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination*. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Approval of Library Director Having Signature Authorization on Behalf of the Library

Jon McDaniel explained that the State Board of Regents requires that the Library Board formally authorize the Library Director to have signature authority in order for the Director's signature to be accepted on State documents, such as annual reports and reimbursement requests for expenses related to State grants.

Motion was made by Kristin Morrissey to give signature authority for all contracts and other documents to Jon McDaniel, who holds the position of Director. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Discussion of Purchasing eBooks for Juvenile Collection

Jon McDaniel requested Board approval to move \$30,000 from committed fund balance to the FY2014 Materials budget to purchase a package of 658 children's eBooks. He noted that this purchase would result in FCPL's offering a complete inventory of eBooks for all ages. He also emphasized that, unlike the licensing for some eBooks, FCPL would own the materials.

Mr. McDaniel and Mary Helen McGruder praised Linda Kelly, Assistant Director for Materials Services, for her work on this project.

Ms. McGruder suggested that the motion for this agenda item be included with the other FY2014 budget adjustments later in the meeting.

Discussion of Closing Library for Staff Training Day

Mr. McDaniel requested Board approval to close the libraries for a full day of staff training on Monday, October 14, 2013.

Jean Bowline moved to close the library system all day on Monday, October 14, 2013 for the purpose of Library Staff Training Day. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Discussion of Fiscal Year 2013 Budget Adjustments

Anna Lyle, Assistant Director for Support Services, requested Board approval to adjust the FY2013 budget for a State Major Repair and Renovation (MRR) grant, as well as for the matching County contribution. This grant was offered through the Georgia Public Library Service and was used to replace HVAC equipment at the Sharon Forks Library at the end of FY2013.

Motion was made by Bob Keller to increase State revenues and Forsyth County revenues by \$26,250 each to reflect a State Major Repair and Renovation (MRR) grant and matching County contribution and to increase Operations expenses by \$52,500 for the purchase of replacement HVAC equipment. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Discussion of Fiscal Year 2014 Budget Adjustments

Anna Lyle requested Board approval for five adjustments to the FY2014 budget. The first adjustment was to carry forward \$1,405.49 in Materials encumbrances from FY2013. This adjustment covers the cost of items ordered in FY2013 but not received until FY2014.

The second adjustment was to adjust State revenues to reflect the most current grant information from the Georgia Public Library Service. She reminded the Board that the original FY2014 budget included placeholders for State funding based on the FY2013 actual revenues. The changes impact the System Services Grant, which is based on population and used for the Materials budget. No changes are needed to the personnel-related grants.

The third adjustment is for a \$4,000 grant from the Forsyth County Arts Alliance to partially fund the speaker's fee for a Forsyth Reads Together event in September. She noted that the funds were received in FY2013 and deferred until FY2014, when the expense will occur.

Ms. Lyle noted that the fourth adjustment had been discussed earlier in the meeting and involved transferring \$30,000 from committed fund balance to the FY2014 budget for the purchase of children's eBooks. She added that there will be \$51,746 in funds committed for materials purchases after the \$30,000 is transferred.

Ms. Lyle explained that the fifth adjustment was for a \$2,000 donation from the FCPL Friends and Advocates. This donation is intended to fund the various events related to the opening of the Post Road Library, including the grand opening on August 24th and the dedication on August 29th. She noted that the staff is very appreciative of the Friends' support of these events.

Motion was made by Kristin Morrissey to approve the following budget adjustments:

- Carry forward \$1,405.49 in Materials encumbrances from FY2013.
- Adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes an increase of \$10,782.73 to the System Services grant (used for Materials). Increase Materials expenditures by \$10,782.73.
- Increase Other revenues and Operations expenses by \$4,000 to reflect a grant from the Forsyth County Arts Alliance for the Forsyth Reads Together program. These funds were received in FY2013 and deferred until FY2014.
- Use \$30,000 in fund balance previously committed for Materials purchases for the purpose of purchasing children's eBooks. Increase Materials expenditures by \$30,000.
- Increase Other revenues and Operations expenses by \$2,000 to reflect a donation from the FCPL Friends and Advocates.

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

Other Business:

Library Financial Report for May 2013

Anna Lyle presented the financial report for the period ending May 31, 2013. She noted that the fiscal year ended with significant savings in information technology maintenance and communications. Board members had no questions or comments.

May/June 2013 Activities Report

Steve Kight, Assistant Director for Public Services, introduced Laura Bradley (Program Manager) and Denise Leeson (recently promoted to Branch Manager) to the Board. He noted that Public Services staff members are now preparing the Post Road Library for patrons and that Board members are welcome to stop by for a tour. Mr. Kight described the Digital Storytelling Camp being held the following week. He shared that the Summer Reading Program has been highly successful, with a 40% increase in registrations as compared to last year. Mr. Kight attributed the increase to expanded outreach to the schools by Youth Services staff and the addition of teen volunteers to help with registrations.

Mr. Kight reminded the Board of the Forsyth Reads Together event on September 17th. Rick Bragg, author of *All Over But the Shoutin'*, will be speaking. Other programs will be offered prior to this finale event.

Mr. Kight reviewed the results of the patron survey, which showed that 98% of patrons are satisfied overall with FCPL and 97% of patrons feel that library staff is always or usually friendly and helpful. Bob Keller noted that, even though there were few negative comments, he was surprised at how negative those few were. There was general discussion about how someone may have had a bad experience with fines or reduced service hours—or was having a bad day in general. In other statistics, Mr. Kight noted the continued increase in FY2013 eBook checkouts, ExpressCheck checkouts, and wireless usage, as compared to FY2012.

Post Road Library Update

Carla Beasley, Assistant Director for Planning and Facilities, updated the Board on the status of the Post Road Library. 1,100 boxes of books were delivered in late June, and more will be delivered in the following weeks. The monument sign has been constructed. The service desk has been installed; other furniture and shelving is being assembled and installed. Signage will be installed closer to the time that the library opens to the public on August 24th. Ms. Beasley noted that the theme for the Post Road Library is “Forsyth County Public Library: Connecting the past with the future.”

Ms. Beasley shared that FCPL expects to receive a \$2,500 grant from the Forsyth County Arts Alliance for a historical collage at the Cumming Library. FCPL will provide the matching funds. Mary Helen McGruder noted that she plans for each library to eventually have an historical collage that focuses on history that is unique to each area.

Ms. Beasley distributed pictures that showed sections of the Cumming Library (e.g., new arrivals area and staff and public restrooms) before and after recent improvements. There was general discussion about the improved appearance of these areas.

Closed Session for Discussion of Land Acquisition

Bob Keller moved to go into closed session to discuss land acquisition for a future library project. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Bob Keller moved to go out of closed session and return to regular session. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, September 24, 2013 at 5:30 PM at the Cumming location.