

**Forsyth County Public Library Board of Trustees
Minutes from September 24, 2013 Meeting**

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 24, 2013. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Kristin Morrissey; Tim Plotner joined the meeting by telephone. Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, Linda Kelly, Anna Lyle, Laura Bradley and other staff members.

Mary Helen McGruder called the meeting to order.

Approval of July 16, 2013 Library Board Meeting Minutes

A motion was made by Bob Keller to approve the minutes of the July 16, 2013 meeting. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

Election of Officers for Board of Trustees

Mary Helen McGruder asked if there were nominations for Chairman. Kristin Morrissey nominated Ms. McGruder and Jean Bowline seconded the nomination. Ms. McGruder asked if there were additional nominations and none was offered. Ms. McGruder asked if there were any opposed to the nomination of Mary Helen McGruder. None responded. Ms. Morrissey moved that nominations be closed and Bob Keller seconded the motion. The motion to close nominations carried unanimously, with all Board members present. The motion to elect Mary Helen McGruder as Chairman of the Forsyth County Board of Trustees carried unanimously, with all Board members present.

Ms. McGruder next asked for nominations for Vice Chairman. Ms. McGruder nominated Bob Keller and Ms. Morrissey seconded the motion. Ms. Bowline moved that nominations be closed and Ms. Morrissey seconded the motion. The motion to close nominations carried unanimously, with all Board members present. The motion to elect Bob Keller as Vice Chairman carried unanimously, with all Board members present.

Mary Helen McGruder then asked for nominations for Secretary/Treasurer. Mr. Keller nominated Kristin Morrissey and Ms. Bowline seconded the motion. Mr. Keller moved that nominations be closed and Ms. Bowline seconded the motion. The motion to close nominations carried unanimously, with all Board members present. The motion to elect Kristin Morrissey as Secretary/Treasurer carried unanimously, with all Board members present.

Officers were thus elected for the Board of Trustees to serve September 25, 2013 to September 16, 2014.

Discussion of Proposed Revision to Confidentiality Policy

Jon McDaniel said the State changed the Georgia Code number referred to in the Confidentiality Policy from 24-9-26 to 24-12-30. Bob Keller asked Mr. McDaniel if there were any other changes to the policy and Mr. McDaniel confirmed there was none.

Bob Keller moved to approve the revised Confidentiality Policy, effective October 1, 2013. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Presentation on Efforts to Promote Library at State and National Level

Carla Beasley, Assistant Director for Planning and Facilities, asked if Board members had any questions regarding the report they had received in the mail. Kristin Morrissey asked about the possibility of an article about the Post Road Library in *Green Building and Design*. Ms. Beasley indicated that an article should appear in March 2014. Ms. Beasley showed examples of professional library publications and indicated that she will submit information about the Post Road Library to *Library Journal* and *American Libraries* for possible inclusion in future issues. Mary Helen McGruder commented that the strategic planning article contained in Ms. Beasley's report was excellent.

Jon McDaniel reported he and Laura Bradley, Program Manager, had a preview of the County's Forsyth in Focus segment on the Post Road Library. Mr. McDaniel added that the segment was 10-12 minutes long, almost twice the typical duration. He commented that Jodi Gardner and her staff did a great job on the Post Road Library segment. In other media coverage news, Mr. McDaniel advised that the report focusing on the Post Road Library is now available on DVD for those members who may not have seen the Fox 5 coverage. Ms. McGruder complimented Mr. McDaniel on his work regarding the Fox 5 report.

Discussion of Revisions to State Funding Formula for Public Libraries

Anna Lyle, Assistant Director for Support Services, presented information regarding the Georgia Public Library Service's (GPLS) new funding formula for public libraries. Mary Helen McGruder confirmed that data Ms. Lyle distributed at the meeting was also received by Board member Tim Plotner, who was attending the meeting by telephone. Ms. Lyle summarized, "The bottom line is that under the new formula, FCPL will lose about \$75,000 beginning next July." Ms. Lyle confirmed for the Board that, according to GPLS staff, the formula is a "done deal," as it has been approved by GPLS's contacts at the Office of Planning and Budget (OPB) and the Board of Regents.

According to the new funding directives from OPB, pay scales with automatic salary steps are no longer allowed; performance must be a factor in determining pay. Current State law mandates that funding be based on population and area (number of counties served). The new plan favors regional systems with multiple counties. GPLS has allocated one State-paid position per county, plus one per 80,000 in population. FCPL will lose one paid position, as compared to its current allocation. Unlike the current plan's emphasis on the professional experience level of individual employees, the new plan provides a flat amount per funded position, with a supplement for the Director. Job performance must be a factor in determining the actual salary. Jean Bowline asked if there are mandated performance evaluations and Ms. Lyle answered that FCPL has flexibility in administration of performance evaluations.

Anna Lyle continued the report with information about System Services Grants (SSG). SSG was previously based on total population, but is now based on the percentage of population not applied towards staff positions (above). Unlike the current plan, there is not a specific inclusion for Materials funds in the new formula. GPLS will present a separate funding request to OPB for Materials and this will be based on population. If these funds are approved, FCPL would benefit from having a high population.

Ms. Lyle pointed out that the \$75,000 loss in state funding will negate the anticipated increase in County funding to partially restore service hours lost during the recession. Jon McDaniel said that restoring these service hours is a priority. Bob Keller asked if Mr. McDaniel could work with this funding loss and Mr. McDaniel confirmed that he could. He noted that the Library would not look to the County to cover the loss. Mr. McDaniel added that, although State funding is not a large percentage of the Library's total budget, the State has generously provided multiple construction grants of \$2,000,000 each to FCPL.

Discussion of Fiscal Year 2014 Budget Adjustments

Anna Lyle advised that FCPL received a grant from the Forsyth County Arts Alliance for \$2,500 for artwork at the Cumming Library. FCPL also received two Major Repair and Renovation (MRR) grants for FY2014. One for \$5,800 was initiated by FCPL to improve the life-safety equipment at the Sharon Forks Library, specifically the automatic door closers for the meeting room. The grant does require a match of \$5,800, but it can be absorbed into the FCPL budget. The second MRR grant, initiated by the Georgia Public Library Service, is for \$26,065.71. The intent of this grant is to replace computer equipment used by the public. No local match in funding is required.

Two donations from the FCPL Friends and Advocates were received for \$342.50 and \$3,000. The donations will be used for registration for the annual spelling bee, snacks at staff day, and adult programming.

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

- Approval to increase Other revenues and Operations expenses by \$2,500 to reflect a grant from the Forsyth County Arts Alliance for artwork at the Cumming Library.
- Approval to increase State revenues and Operations expenses by \$5,800 to reflect a State Major Repair and Renovation (MRR) grant for Life Safety Systems. Required local match will come from Library's existing Operations budget.
- Approval to increase State revenues and Operations expenses by \$26,065.71 to reflect a State Major Repair and Renovation (MRR) grant for technology replacement. No local match is required.
- Approval to increase Other revenues and Operations expenses by \$342.50 to reflect a donation from the FCPL Friends and Advocates.
- Approval to increase Other revenues and Operations expenses by \$3,000 to reflect a donation from the FCPL Friends and Advocates.

Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Other Business:

Library Financial Report for July 2013

Anna Lyle advised that the financial report covers one month in the fiscal year. Ms. Lyle noted that County revenues appear high because the County provided the August payment at the end of July, resulting in two months' revenue instead of one. There was no discussion of the financial reports.

Mary Helen McGruder commented that Ms. Lyle had told her how helpful County staff had been during the Hampton Park Library flooding event and when the Library experienced cash-flow issues during the Post Road construction project. Ms. McGruder advised that she sent a letter to Doug Derrer, County Manager, thanking County staff members for their assistance.

Bob Keller questioned if there were any outstanding issues due to the Hampton Park Library's flooding. Jon McDaniel described the actions that had been taken. Kristin Morrissey asked if there was a way to test the area in six months for contaminants. Carla Beasley noted that testing usually has to be specific to one contaminant. Mr. Keller said his company does that kind of testing; he said tests are available for about \$200 to see if there is something about which a property owner should be aware. Responding to Ms. Morrissey's question of timeframe, Mr. Keller said that March would be a good time to do a general test. Mr. McDaniel and Ms. Beasley will pursue coordination of the testing, as Ms. Morrissey suggested. Ms. McGruder asked that Mr. Keller assist Ms. Beasley in an advisory capacity.

July/August 2013 Library Activities Reports

Laura Bradley, Program Manager, presented the Library Activities Reports. Ms. Bradley pointed out the continuing increases in the usage of ExpressCheck (self-service equipment). Bob Keller noted usage was 53% of circulation in August. Ms. Bradley advised that on the Post Road Library's opening day, the branch issued 180 new cards, and a total of 512 new cards were issued at Post Road in August. Ms. Bradley noted that there was a 69.3% overall increase in new library cards as compared to the previous August.

Program attendance also increased, even with slightly fewer scheduled programs. Hampton Park's program attendance in particular increased 102% over the summer (July) with efforts focused on community and school programs. Wireless sessions are increasing while computer desktop sessions are decreasing. Mr. Keller asked about the asterisk on Ms. Bradley's report and recommended it be excluded if a legend isn't provided. Ms. Bradley shared that a 30% increase in program registration for the summer reading program was projected, but the actual increase was 32%. She credited outreach to the schools for the increase in participation. 4,604 patrons registered for the program and over 43,000 books were recorded. A total of 150 programs were offered in June and July, with about 8,000 patrons attending.

Ms. Bradley reported that, with the addition of the Post Road Library, overall circulation has increased by 17%. Sharon Forks was still the busiest branch at 37% of total circulation; Post Road had 26% of the system's total circulation. Mary Helen McGruder commented that the statistics show what was expected, that many patrons who went to the Cumming Library are now going to the Post Road Library. Jon McDaniel said patrons have asked when the other libraries will be updated to look like the Post Road Library.

Laura Bradley then reported on the Forsyth Reads Together event with author, Rick Bragg. There were 381 guests in attendance; 513 had registered for the event. Attendance at the Rick Bragg event was double the size of the Terry Kay event last year. In addition to the September 17 evening, an additional 87 patrons attended Bragg-related events, including a memoir workshop taught by Professor B.J. Robinson from the University of North Georgia, and the airing of a biographical video about Mr. Bragg. Kristin Morrissey and Mary Helen McGruder reported being stopped that night and since by County residents commenting on the Bragg event and asking when there would be another. Ms. McGruder complimented the staff on the success of the event.

Ms. Bradley said FCPL is looking forward to the next author visit on April 17, 2014, at the Forsyth Conference Center, hosting Joshilyn Jackson. This event is not related to the Forsyth Reads Together program. Ms. McGruder commented that she would like to see FCPL offer more adult reading programs. Jon

McDaniel replied that Stephen Kight is looking at bringing in local authors. Laura Bradley said FCPL Friends and Advocates (Friends) are paying for the April event with Joshilyn Jackson. Mary Helen McGruder complimented the contributions of the Friends. Kristin Morrissey added that the Friends group seems to be a seamless part of the library. Mr. McDaniel said a Friends bookstore for the Sharon Forks Library is in the works now. Ms. McGruder shared that the Arts Alliance, which contributed to Mr. Bragg's speaker's fee, is excited regarding how the Rick Bragg event was received in the community.

Post Road Library Update

Jon McDaniel reported FCPL is now adding signage and responding to patron comments regarding the Post Road Library. Mary Helen McGruder initiated applause for Carla Beasley's efforts at Post Road. Bob Keller raised concerns about the lack of left turn lane into the Post Road Library property. Kristin Morrissey reported seeing an accident at that location on opening day. Mr. McDaniel said the turn lane situation, as far as he can tell, is with the State, because it is a State road.

There was a general discussion about concerns voiced by neighbors of the Post Road Library, including proximity to the large building. The gate adjoining the neighboring subdivision has resulted in requests for keys and requests to keep the gate locked. Ms. Beasley emphasized that FCPL will not give keys to the gate to residents of the subdivision.

Mary Helen McGruder asked if there was anything else to come before the Board for discussion. She noted that Mr. McDaniel's evaluation would be conducted at the next meeting and asked Board members to send their comments to Kristin Morrissey. Tim Plotner closed with a congratulatory comment about the Post Road Library, referring to it as "outstanding."

Motion was made by Bob Keller to adjourn the meeting. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

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