

**Forsyth County Public Library Board of Trustees  
Minutes from November 19, 2013 Meeting**

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 19, 2013. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Tim Plotner, and Kristin Morrissey. Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, Linda Kelly, Anna Lyle, Steve Kight and other staff members.

Mary Helen McGruder called the meeting to order.

**Approval of September 24, 2013 Library Board Meeting Minutes**

A motion was made by Jean Bowline to approve the minutes of the September 24, 2013 meeting. Tim Plotner seconded that motion. The motion carried unanimously, with all Board members present.

**Discussion of Library's Fiscal Year 2013 Audit**

Anna Lyle, Assistant Director for Support Services, presented the results of the library's official audit for FY2013. She provided an overview of the parts of the audit, including the Management's Discussion and Analysis and the entity-wide and fund level financial statements. Ms. Lyle advised that the official audit report prepared by Mauldin and Jenkins, LLC, indicated "a clean opinion." There were two concerns, both of which were technical errors. One error was designated as "a material weakness" regarding the construction retainage owed to the general contractor for the Post Road Library. The second error was a "management point" and involved funds reimbursed by the County being recorded as revenue, when the funds should have been recorded as unavailable revenue due to the timing of the receipt of the funds. Kristin Morrissey commented that it was still a clean audit and asked if the auditor pointed out the error as something we should have known. Ms. Lyle said that the retainage payment would only be an issue for years involving significant construction activity, but that staff had encountered this issue before with the Hampton Park Library construction. Ms. Lyle explained the concept of materiality level and clarified that it was the amount of the retainage that caused the finding. Ms. Morrissey stated that it was a recording error rather than missing data. Tim Plotner said the funds would have balanced out in the following period and Ms. Lyle agreed. Jon McDaniel noted that in the past the auditor would have provided advice, but now because of changes in auditing standards, the auditors must cite the error instead. Mary Helen McGruder commended Monica Hennings, the library's Financial Coordinator, for her work preparing for the audit. Ms. Lyle added that the Accounting Assistant, Sandra Brogdon, contributed significantly to the audit's positive outcome.

Referring to the Statement of Revenues, Expenditures, and Changes in Fund Balances, Ms. Lyle noted that over \$134,000 was added to the fund balance for the general fund.

A motion was made by Bob Keller to approve the Library's Fiscal Year 2013 Audit as presented and Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

### **Discussion of Proposed Uses and Commitments of Library's Fund Balance**

Anna Lyle referred the Board to the *Director's Report* and the *Fund Balance* section. Ms. Lyle stated the first request is to commit \$50,000 for future information technology maintenance costs. The Board discussed the cost and benefit of a maintenance plan for the Automated Materials Handling system (AMH). Ms. Lyle clarified the \$50,000 maintenance cost is the total projected cost over several years, while the annual maintenance cost is estimated at \$11,000-\$13,000 a year. Ms. Morrissey asked if the system is cost effective and Bob Keller responded that there are additional intangible costs with an employee while we know what the straight expense number is with a machine. Tim Plotner said software maintenance is important to keep abreast of updates and maintenance and this should be part of the standard budget.

Holly Barfield, Assistant Director for Information Technology, offered AMH usage statistics for the period November 1-12, 2013. Ms. Barfield reported first that the staff induction station checked in 8,104 items; one internal induction station checked in 5,142 items; a second internal induction station checked in 2,436 items; and the outside induction station checked in 3,792 items, for a grand total of 19,474 items over 12 days.

Mr. Plotner questioned why fund balance would be used for a regular operating expense. Ms. Lyle agreed that use of fund balance is typically more project-oriented (for one-time expenses). She clarified that the intention of having these funds available for information technology maintenance is to cover the first few years in case there is difficulty in getting regular funding for this expense.

A motion was made by Kristin Morrissey to approve the commitment of \$50,000 in fund balance for information technology maintenance that, when combined with funds remaining from the commitment made in May 2011, will total \$94,000 committed for information technology maintenance. Tim Plotner seconded that motion. The motion carried unanimously, with all Board members present.

Moving to the next proposed use of fund balance, Anna Lyle described the proposed construction of 3 study rooms at the Hampton Park Library. Ms. Lyle reported construction would cost \$20,000. Ms. Lyle explained the money would come from the approximately \$10,000 left in the Hampton Park Library construction budget (thus closing out the Hampton Park construction budget), and the library would add \$10,000 from the fund balance. Tim Plotner asked for an explanation of the plans for the study rooms. Carla Beasley, Assistant Director for

Planning and Facilities, then shared hard copy plans with the Board, showing glass-front study rooms, measuring 9 x 12. Ms. Beasley explained that the space was created by rearranging the shelving for the nonfiction collection. Ms. Beasley added that a security camera will be purchased separately. Tim Plotner asked if SPLOST money would be exhausted before the fund balance money was used and Ms. Lyle confirmed it would be. Kristin Morrissey asked when the new study rooms would be operational and Ms. Beasley estimated completion by January or February of 2014.

A motion was made by Bob Keller to approve the use of \$10,000 in fund balance to construct study rooms at the Hampton Park Library and to increase Operations expenses by \$10,000. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Ms. Lyle then presented a request to use \$20,000 in fund balance for miscellaneous facilities projects, including interior and exterior work at the Cumming Library. Ms. Beasley said some of the Cumming items are artwork, while much of the work is intended to update and repair the drive-through. Plans also include replacing exterior lighting and reupholstering furniture. Ms. Beasley added that the decorator recommended mid-century modern style. Mary Helen McGruder commented that the decorator's choice will complement the planned artwork by Bryan White. Kristin Morrissey asked if the updates include replacing the uninviting concrete benches outside the library and Ms. Beasley confirmed the benches are part of the upgrade.

Tim Plotner asked if there is an awning for the Post Road Library book return included in the miscellaneous facilities projects. Jon McDaniel advised there is building money for Post Road and Ms. Lyle clarified that money is SPLOST funds.

A motion was made by Tim Plotner to approve the use of \$20,000 in fund balance for miscellaneous facilities projects and increase Operations expenses by \$20,000. Bob Keller seconded that motion. The motion carried unanimously, with all Board members present.

Anna Lyle explained a spreadsheet that showed the current status of FCPL's committed fund balance and how the committed fund balance has been used in the previous two years. She requested Board approval for two additional uses of fund balance.

First, Ms. Lyle described the request that \$31,000 be moved from committed funds of \$51,746.44, and into the FY2014 Materials budget. The \$31,000 is intended to support the purchase of additional children's books at the Sharon Forks Library, and replace adult books on CD at the Cumming and Sharon Forks libraries.

A motion was made by Bob Keller to approve the use of \$31,000 in fund balance previously committed for Materials purchases for the purpose of purchasing children's books for the Sharon Forks Library (\$27,000) and books on CD for the Cumming and Sharon Forks Libraries (\$4,000), and to increase Materials expenses by \$31,000. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

Ms. Lyle presented a request to replace thirteen 10-year-old laptops, currently used for training purposes. Tim Plotner identified the money as previously committed by the Board. Ms. Lyle confirmed this statement, adding the anticipated expense is \$8,997.82. Ms. Lyle explained that these laptops are used for staff training, as well as in the branches for programming activities.

A motion was made by Bob Keller to approve the use of \$8,997.82 in fund balance previously committed for the replacement of information technology equipment, to replace 13 laptops used for staff training and patron programming, and to increase Operations expenses by \$8,997.82. Tim Plotner seconded that motion. The motion carried unanimously, with all Board members present.

### **Discussion of Fiscal Year 2014 Budget Adjustments**

Anna Lyle distributed a spreadsheet of proposed budget adjustments. In addition to the adjustments approved under the previous agenda item, there are two donations from the FCPL Friends and Advocates. The first is \$2,000 for the purchase of large print books. The second is \$3,500 for the purchase of shelving at the forthcoming bookstore at the Sharon Forks Library. Kristin Morrissey asked if the donations were a result of the Friends bookstore success. Ms. Lyle responded that the Cumming and Post Road bookstores contribute significantly to the generosity of Friends and that the library is planning to open a Friends bookstore at Sharon Forks.

A motion was made by Kristin Morrissey to approve the increase of Other revenues and Materials expenses by \$2,000 to reflect a donation from the FCPL Friends and Advocates. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

A motion was made by Kristin Morrissey to approve the increase of Other revenues and Operations expenses by \$3,500 to reflect a donation from the FCPL Friends and Advocates. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

### **Other Business:**

#### **Library Financial Report for September 2013**

Anna Lyle asked if there were any questions about the financial report and there was none.

### **September/October 2013 Library Activities Report**

Steve Kight, Assistant Director for Public Services, reported on the usage of laptops and tablets the past month. Mr. Kight advised that in this 2 month pilot, these devices were checked out 267 times. Mr. Kight added that the library is considering similar check out programs at other branches. Mr. Kight advised that Cumming and Sharon Forks are down a little in circulation, but that the decrease was expected as Post Road increased circulation. Bob Keller commented that overall the library has increased circulation. Kristin Morrissey asked about any maintenance issues with the laptops and Mr. Kight reported none. Ms. Morrissey also asked about the time limit for checking out laptops and was advised by Mr. Kight that check out is for 2 hours of in-house use.

Steve Kight shared the October patron survey results, which confirmed the library is headed on the right path; the prior survey was in June. Two patron complaints identified in the survey were the reduction in materials checkout time from 3 to 2 weeks, and the limited provision of evening programs. Mr. Kight added that patrons want more evening hours and the library is about to add one evening per week at each location. Overall, Mr. Kight reported a 97% patron satisfaction rate. Tim Plotner suggested that future patron surveys should have a "not applicable" option for those patrons without children; Mr. Kight said the survey advised patrons they were not required to answer all of the questions.

Mr. Kight also presented data showing card holders by age and commented that the data tells the library which age group to target next year. Mr. Kight added that the data indicates 40% of the County population is card holders. Kristin Morrissey asked if these are all active cardholders and Mr. Kight confirmed they are. Jean Bowline commented on the overall improvement of attendance at Hampton Park programs.

Tim Plotner said he saw several images of children attending library events posted on the library's Facebook account. Mr. Plotner asked if the library requires a signed release to post those images. Mr. Kight said that a signed release is no longer required, but that parents are always asked before pictures of children are posted and the library never posts last names. Mr. Kight added that the library follows the County's policy and practice regarding posting images.

Mary Helen McGruder commented that all seemed to be going well. Ms. McGruder asked if there was anything else to come before the Board for discussion. No other items were raised for discussion. Ms. McGruder then advised that the Board would meet in closed session to discuss the annual evaluation of Jon McDaniel, Library Director.

**Closed Session for Director's Annual Evaluation**

Tim Plotner moved to go into closed session to discuss personnel, specifically the Library Director's annual performance evaluation. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

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

Bob Keller moved to approve a 5% merit increase for the Library Director, effective the first payday in January 2014. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

Motion was made by Tim Plotner to adjourn the meeting. Kristin Morrissey seconded that 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 January 21, 2014 at 5:30 p.m. at the Cumming Library location, 585 Dahlonega Road, Cumming, GA 30040.