

**Forsyth County Public Library Board of Trustees  
Minutes from January 21, 2014 Meeting**

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 21, 2014. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, Linda Kelly, Steve Kight, Anna Lyle, and other staff members.

Mary Helen McGruder called the meeting to order.

**Approval of November 19, 2013 Library Board Meeting Minutes**

A motion was made by Bob Keller to approve the minutes of the November 19, 2013 meeting. Tim Plotner seconded that motion. The motion carried unanimously, with all Board members present.

**Discussion of Uncollectable Patron Debt for 2010**

Kristin Morrissey commended Anna Lyle, Assistant Director for Support Services, for Ms. Lyle's helpful written explanation of the 2010 debt write-off. Ms. Lyle then distributed a spreadsheet from Unique Management Services which provided a cumulative summary of the accounts and dollars submitted, and the cash and materials recovered.

Tim Plotner questioned if there was any pattern to the type of materials lost or returned damaged. Ms. Lyle replied that there had not been a formal analysis. Steve Kight, Assistant Director for Public Services, said the items came from all categories. Linda Kelly, Assistant Director for Materials Services, added that many DVDs are lost. Other potential areas for analysis were discussed and Holly Barfield, Assistant Director for Information Technology, said her staff would try to pull reports that would provide additional information.

Ms. Lyle said the number of delinquent accounts represents only about 1% of the library's patron population and that the library collects close to \$200,000 annually in patron fees and returns. Ms. Lyle concluded by citing Unique Management Services' report that the national average of bad debt return on investment is 3:1, while FCPL exceeds that with a favorable 5:1 return on investment.

A motion was made by Jean Bowline to write-off \$64,583.08 in patron debt remaining from 2010. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

### **Discussion of Use of Personnel Savings for Materials Purchases**

Referencing the proposed transfer of funds from Personnel savings to the Materials budget, Anna Lyle explained that the savings will have no effect on the library's bottom line. Ms. Lyle explained that the library has an opportunity to purchase a five-year subscription to Mango Languages for \$27,949 and save over \$6,000 over the course of those five years.

A motion was made by Tim Plotner to approve the transfer of \$27,949 from budgeted Personnel expenditures to budgeted Materials expenditures for a five-year subscription to Mango Languages. Kristin Morrissey seconded that motion. The motion carried unanimously, with all Board members present.

Anna Lyle addressed the request to purchase children's and teen's eBooks and eAudiobooks with \$10,000 in Personnel savings. Ms. Lyle asked for questions and none was presented.

A motion was made by Tim Plotner to approve the transfer of \$10,000 from budgeted Personnel expenditures to budgeted Materials expenditures for children's and teen's eBooks and eAudiobooks from OverDrive and Rourke. Kristin Morrissey seconded that motion. The motion carried unanimously, with all Board members present.

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

Ms. Lyle asked the Board to approve an increase in the library's revenue and Personnel expenditures to reflect additional funding from Forsyth County for all libraries to open an additional evening per week and for a 3% merit increase for employees. Because the library is on a different fiscal year than the County, only one-half of the increase (\$84,800) will be applied to the current fiscal year.

A motion was made by Tim Plotner to increase Forsyth County revenues by \$84,800 and increase Personnel expenditures by \$84,000 to reflect an increase in funding from Forsyth County Government for Calendar Year 2014. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

As referenced in the Director's Report, there was a \$3,877.92 donation from FCPL Friends and Advocates to assist with speakers' fees for authors Joshilyn Jackson and Lisa See for upcoming author events, a payment to a computer instructor, and the purchase of four replacement children's tablets for Sharon Forks. The final budget adjustment was a donation of \$3,500 from Literacy Forsyth to pay the remainder of the \$5,000 speaker's fee deposit for Lisa See.

A motion was made by Tim Plotner to increase Other revenues and Operations expenses by \$3,877.92 to reflect a donation from the FCPL Friends and Advocates, and by \$3,500 to reflect a donation from Literacy Forsyth. Jean Bowline seconded that motion. The motion carried unanimously, with all Board members present.

## **Discussion of Results of Strategic Planning Retreat**

Carla Beasley, Assistant Director for Planning and Facilities, summarized the results of the December supervisors and management team retreat. Ms. Beasley also reviewed two continuum charts with the Board that tracked current and new library services as recommended by supervisors at the retreat. Ms. Beasley then compared the 2013 continuum charts with those from 2012 to track progress and changes in services and direction. Retreat discussion included library changes from tangible to more virtual services, and from individual to community-based library services and activities.

## **Other Business:**

### **Library Financial Report for November 2013**

Ms. Lyle presented the financial report. There were no questions or discussion.

### **November/December 2013 Library Activities Report**

Steve Kight advised the Board that a new window for the drive-through materials handler at the Post Road Library was installed last week to prevent the handler from opening during hard rain. Tim Plotner asked about the status of extending an awning over the handler and Jon McDaniel advised that an architect has been hired to create the awning design. Mr. Kight added that, if the Post Road window performs well, a similar window is being considered for the Sharon Forks Library.

Mr. Kight then acknowledged the generous donation of almost \$128,000 historically from FCPL Friends and Advocates ("Friends"), including about \$15,000 just over the last few months. He added that the Friends bookstores are very successful and that the new bookstore in the Sharon Forks Library will open in February 2014.

A copy of the library's new monthly publication, "Beyond the Books," was distributed by Mr. Kight. Mr. Kight explained there is also an electronic version of the publication. Mary Helen McGruder complimented Mr. Kight on the publication's appearance and the quality and quantity of the numerous activities and events included in the 8-page January edition. Kristin Morrissey described the publication as detailed and attractive.

Mr. Kight advised the Board of two upcoming author events: in April, Joshilyn Jackson, author of *Someone Else's Love Story*, will be speaking; in September, Lisa See, author of *Snow Flower and the Secret Fan*, will be speaking in connection with Forsyth Reads Together.

The new Teen Advisory Board was implemented in January. Mr. Kight acknowledged Laura Bradley's involvement in planning the first meeting. There were 72 middle and high school students attending the first meeting on January 16. The Post Road Library also hosted a Chinese New Year event and Mr. Kight said 300 patrons attended. Ms.

McGruder commented on the excellent quality and plentiful selection of recent holiday programming.

On behalf of the Board, Mary Helen McGruder presented Carla Beasley with a gift recognizing Ms. Beasley's February retirement. Ms. McGruder commended Ms. Beasley on her many years of service with the library.

Motion was made by Kristin Morrissey to adjourn the meeting. Tim Plotner 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 March 18, 2014 at 5:30 p.m. at the Cumming Library location, 585 Dahlonega Road, Cumming, GA 30040.