

**Forsyth County Public Library Board of Trustees
Minutes from March 18, 2014 Meeting**

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 18, 2014. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Mr. Plotner was absent for the first vote. Also present were Jon McDaniel (Director), Anna Lyle, Holly Barfield, Linda Kelly, Stephen Kight, and other staff members.

Mary Helen McGruder called the meeting to order.

Approval of January 21, 2014 Library Board Meeting Minutes

Motion was made by Bob Keller to approve the minutes of the January 21, 2014 meeting. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner). Tim Plotner joined the meeting at 5:32 p.m., following approval of the minutes.

Discussion of Fiscal Year 2014 Budget Adjustments

Anna Lyle, Assistant Director for Support Services, described a donation of \$4,000 from Reid & Reid Contractors and the Reid family for the purpose of purchasing artwork to be displayed in the branches. Ms. Lyle thanked Ms. McGruder for her particular efforts in securing funding for the artwork. Ms. Lyle then advised the Board of an \$830.24 donation from the FCPL Friends and Advocates to be used to purchase a book cart for the Sharon Forks bookstore and t-shirts for Public Services staff to wear to promote the upcoming Summer Reading Program.

Motion was made by Bob Keller to increase Other revenues and Operations expenses by \$4,000 to reflect donations by Reid & Reid Contractors and the Reid family for artwork. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Motion was made by Bob Keller to increase Other revenues and Operations expenses by \$832.24 to reflect two donations by the FCPL Friends and Advocates. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Option to Convert a State-funded Position for Fiscal Year 2015

Anna Lyle initiated discussion of the option to convert a state-funded position, explaining that the library receives more value from accepting funding for a position, and recommended the Board decline the \$55,000 funding alternative. Mary Helen McGruder asked if there were any questions and none responded.

Motion was made by Tim Plotner to decline the opportunity to convert a state-funded position for \$55,000 in state funding for Fiscal Year 2015. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Library's Fiscal Year 2015 Budget

The library's Fiscal Year 2015 budget starts in July, reported Anna Lyle, overlapping six months with the County's budget. Ms. Lyle provided an explanation of the proposed budget to the Board and discussed several points within the budget, beginning with a request that the budgetary fund balance be higher this fiscal year than last. Ms. Lyle noted continued uncertainty in the Communications line, reporting that E-Rate has not reimbursed the library for data line expenses in the current fiscal year, pending the resolution of billing questions the library has presented to Comcast, the cable Internet provider; a placeholder exists for that expense in FY2015. Ms. Lyle noted that the proposed budget includes less than a 1% increase or decrease in budgeted Revenues and Expenditures. Regarding donations, Ms. Lyle indicated that the library does not budget for the FCPL Friends and Advocates donations, but that these are anticipated.

Ms. Lyle noted that a major area of uncertainty in the proposed budget involves the controversial new state funding formula. Jon McDaniel said it appears that implementation of the formula that results in \$73,595 in lost state funding for FCPL will be pushed out to occur in 2016. Mr. McDaniel added that it cannot be predicted when the appropriations formula will be implemented or whether it will be recalculated. Mr. McDaniel continued, saying that the Georgia Public Library Service, working with the Governor's Office of Planning and Budget, altered the funding formula in an attempt to equalize libraries across the State, erring on the side of the regional libraries. Kristin Morrissey noted that the library's circulation does not appear to have any bearing on funding. Ms. Lyle acknowledged Mr. McDaniel's efforts to communicate funding issues with the State delegation. Mary Helen McGruder added that Representative Mark Hamilton and Senator Jack Murphy, as senior representatives were able to speak on the library's behalf. Ms. Lyle concluded by advising that the revenue represented in the budget is projected as the least the library may receive from the State. Mary Helen McGruder commended Mr. McDaniel on his communications with the State delegation on the library's behalf.

Ms. Lyle then directed the Board to the Personnel Budget and addressed the decrease in benefits expense from 2014 to 2015. The decrease is attributable to having changed positions from classified to non-classified status, thus eliminating several benefits-eligible positions.

The Materials budget is a point of concern, reported Ms. Lyle. The balance of SPLOST money for the Hampton Park Library will be used up this year, so materials for Hampton Park will have to be purchased from the regular materials budget in FY2015. Assuming no increase in the Materials budget, the Sharon Forks and Cumming libraries will see a decrease in new materials. This has been anticipated, but it will make a difference nonetheless. SPLOST funds for materials for the Post Road Library will continue to be available for the next two to three years.

The Operations budget was disappointing as increases in the cost of maintenance for HVAC and IT equipment had to be included. Most increases are related to equipment at the Post Road Library, which was under warranty or waived for the first year of operation. However, none of the committed fund balance has been used for equipment. Holly Barfield, Assistant Director for Information Technology, performed an analysis to determine which maintenance and service elements could confidently be eliminated. Other areas of the Operations budget remained stable. Ms. Lyle added the library learned that day of a \$2 million state-wide computer grant, of which FCPL should receive a portion.

Ms. Lyle asked if there were questions and Tim Plotner requested an update regarding the fund balance. Ms. Lyle advised that, for the period between now and July 1, the library would be below the 10-15% of revenues recommended by the Fund Balance policy; after July 1, the library will be within the appropriate fund balance range. Mary Helen McGruder asked if there were additional questions and none responded.

Jean Bowline moved to approve FCPL's Fiscal year 2015 proposed budget as presented, including revenues of \$5,289,864, expenditures of \$5,468,700, reserves of \$164,100, and \$342,936 in budgetary fund balance. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Library's Calendar Year 2015 County Budget Request

Anna Lyle presented the library's proposed County government budget request. County approval is scheduled for November 7, 2014. Ms. Lyle clarified that the library is asking for \$75,000 for the Hampton Park Library materials (because SPLOST funds have been exhausted) and \$14,000 for the Post Road Library materials (to purchase those items that are not eligible for SPLOST funds). Ms. Lyle advised the library is also requesting funding to restore remaining service hours lost during the recession. The requested \$85,900 would fund four additional shelving staff and five Information Services staff to work the increase in hours. Ms. Lyle indicated the next priority request would be a new position, an IT Trainer who would be part of the IT Department, but also work closely with Public Services staff. Jon McDaniel added the requests amount to about a 7% overall increase in the library's budget. Mary Helen McGruder asked if there were any additional questions and none responded.

Bob Keller moved to approve FCPL's Calendar Year 2015 County proposed budget request as presented. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Other Business:

Library Financial Report for January 2014

Anna Lyle presented the financial report for the period ending January 31, 2014, and asked if there were questions. There were no questions. Relative to the report, Jon McDaniel shared the architect's drawings for the Post Road Library free-standing, covered drive-through. Kristin Morrissey complimented the design. Mr. McDaniel advised the library continues to work with the County regarding traffic improvements at the Post Road location.

January/February 2014 Library Activities Reports

Steve Kight, Assistant Director for Public Services, distributed copies of the March and April editions of *Beyond the Books*, adding that the new online magazine is receiving about 1,200 clicks per month. Mary Helen McGruder noted that the publication is easy to read. Mr. Kight advised the Board that the Forsyth Writes program is Saturday at the Post Road Library with 10 local authors presenting at three sessions. Also on Saturday, the new FCPL Friends and Advocates bookstore at the Sharon Forks Library will have its grand opening. Mr. Kight also noted the library is hosting a series of weekly computer classes for senior citizens. Jean Bowline complimented Mr. Kight on the quality of the

Post Road program that provided history of the department store, Rich's. Mr. Kight acknowledged the consistent positive feedback regarding the increase in evening hours, adding that almost every computer is filled during the evening. Mr. Kight then distributed patron comments, all indicating satisfaction with library services. Ms. McGruder asked Mr. Kight about upcoming author events. Mr. Kight advised that Joshilyn Jackson, author of *Gods in Alabama* and *Somebody Else's Love Story*, will speak at the Forsyth County Conference Center, April 17. Mr. Kight added that Lisa See, author of *Snow Flower and the Secret Fan*, will talk in September.

Mary Helen McGruder asked if there were any other questions or comments. Kristin Morrissey advised she had been contacted by Georgia Congressman Rob Woodall with questions about library funding and computer usage. Ms. Morrissey reported she provided Congressman Woodall with relevant materials and addressed his questions regarding patron usage of computers.

Motion was made by Kristin Morrissey to adjourn the meeting. Tim Plotner seconded the motion. The motion passed unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, **May 20, 2014**, at 5:30 p.m. at the Cumming location, 585 Dahlonega Road, Cumming, GA 30040.