

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

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 21, 2014. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Ms. Morrissey was absent for the first three agenda items. Also present were Jon McDaniel (Director), Holly Barfield, Linda Kelly, Stephen Kight, Anna Lyle, and other staff members. Megan Reed with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of May 20, 2014 Library Board meeting minutes

Motion was made by Bob Keller to approve the minutes of the May 20, 2014 meeting. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Plotner) and one member absent (Morrissey).

Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2015 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 Tim Plotner 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*. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Keller, and Plotner) and one member absent (Morrissey).

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. Mr. McDaniel said it has been the staff's practice to bring this signature authorization to the Library Board for its approval at the beginning of each fiscal year.

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

Discussion of Georgia House Bill 60 (Safe Carry Protection Act)

Jon McDaniel summarized the impact of House Bill 60—the Safe Carry Protection Act—on the Library. The new law, which was effective July 1, 2014, allows individuals with carry permits to bring weapons into government buildings, including public libraries. Mr. McDaniel clarified that the law does allow governmental entities to restrict their employees from bringing weapons to work. FCPL's current personnel policies do not allow employees to carry weapons to work and those policies remain in force. Mr. McDaniel stated that the Forsyth County Board of Commissioners has had multiple public discussions regarding this law but has taken no formal action. Forsyth County Government employees are not allowed to bring weapons to work. Mr. McDaniel said staff would continue to monitor any County actions regarding the new law and review existing FCPL policies for changes as needed.

Kristin Morrissey joined the meeting during this agenda item.

Discussion of proposed Availability of Library Services Policy

Anna Lyle, Assistant Director for Support Services, requested Board approval for a new policy regarding remote services (library services beyond the physical facility) offered by FCPL. This policy satisfies a requirement for applying for State funding.

Motion was made by Tim Plotner to approve the proposed Availability of Library Services policy, effective July 22, 2014. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of proposed revision to Smoking Policy

Ms. Lyle stated that three FCPL policies need to be revised in light of new Forsyth County ordinance amendments related to electronic cigarettes. The revision most relevant to the Library is the prohibition against the use of e-cigarettes in County buildings. There was a general discussion about e-cigarettes and related terminology (e.g., *vaping*). Tim Plotner asked what prompted the County to make the ordinance changes. Ms. Lyle referred to a copy of the County's ordinance document, which lists several reasons. Ms. Lyle stated that the reasons she had heard referenced most often were concern for children and the unknown health effects for the relatively new products.

Ms. Lyle stated that the existing Smoking Policy that applies to members of the public has been updated to be consistent with the County ordinances.

Motion was made by Bob Keller to approve the revised Smoking Policy, effective July 22, 2014. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of proposed revision to Personnel Policy J-2 (Authorized Drivers and Use of Library Vehicles)

Anna Lyle requested Board approval for a revision to Personnel Policy J-2, which addresses the use of library vehicles. The existing policy prohibits the use of tobacco in library vehicles. The proposed revision prohibits the use of e-cigarettes in library vehicles.

Motion was made by Jean Bowline to approve the revised Driver Responsibilities section of Personnel Policy J-2 (Authorized Drivers and Use of Library Vehicles), effective July 22, 2014. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of proposed revision to Personnel Policy J-3 (Smokefree Workplace Policy)

Anna Lyle requested Board approval for a revision to Personnel Policy J-3, the Smokefree Workplace Policy. The existing policy has been revised to include e-cigarettes and vaping.

Motion was made by Kristin Morrissey to approve the revised Personnel Policy J-3 (Smokefree Workplace Policy), effective July 22, 2014. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Use of interest earned on interfund loan

Anna Lyle stated that, at the May Board meeting, the Library Board approved returning to the General Fund \$100,000 that had been advanced to the Capital Projects fund in FY2007. She noted that neither the original motion in FY2007 nor the May 2014 motion indicated what should happen to the interest earned (\$8,464.06) on the \$100,000 while it was in the Capital Projects fund. Ms. Lyle recommended that the interest remain in the Capital Projects fund to be used on the upcoming Sharon Forks Expansion and Renovation project.

Motion was made by Kristin Morrissey to use \$8,464.06 in interest earned on \$100,000 interfund loan (during FY2007 – FY2014 timeframe) for the Sharon Forks Expansion and Renovation project; funds shall remain in the Capital Projects fund. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Fiscal Year 2015 budget adjustments

Ms. Lyle requested Board approval for three budget adjustments. The first adjustment was to carry forward \$223.56 in Materials encumbrances from FY2014. This adjustment covers the cost of items ordered in FY2014 but not received until FY2015.

Motion was made by Bob Keller to carry forward \$223.56 in Materials encumbrances from FY2014. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Ms. Lyle explained that a significant state funding decrease was expected at the time the FY2015 budget was developed. However, the new funding formula that resulted in the decrease has been postponed for one year. The continuation of the previous formula, as well as an adjustment for Forsyth County's population increase, has resulted in an \$89,743.19 increase in state funding over the original budget. Ms. Lyle noted that FY2016 State funding will likely include a decrease for FCPL, but hopefully not to the same degree as originally planned for FY2015. Because of the uncertainty, Ms. Lyle recommended that the additional funds be used for one-time projects and purchases, as opposed to ongoing expenses like additional staff positions that would continue into FY2016.

Ms. Lyle said that the Director and Assistant Directors had discussed and identified the priorities that they felt would be the best use of the funds. She recommended that the funds be used for construction and furnishing of four study rooms at the Cumming Library (\$36,000), replacement

of an aging multi-function device (photocopier, printer, scanner, fax; \$10,846), and an increase in the Materials budget (\$42,897.19). Mary Helen McGruder and Kristin Morrissey praised the use of the funds for the study rooms, which Ms. Morrissey noted are also used as collaborative work spaces.

Tim Plotner asked for clarification of the degree of flexibility libraries have in determining where State funds will be used. Ms. Lyle explained that funding designated for personnel and materials are inflexible, but that system services grants may be used for any purpose. However, because the Georgia Public Library Service allows individual libraries to choose where to take funding reductions, FCPL chose to take reductions in areas that would result in the closest match to the budget adopted in March 2014. Ms. Lyle distributed and explained a spreadsheet that compared the original and amended State revenues and expenses. She acknowledged that this year's State adjustment was much more complicated than past years' adjustments because two different funding formulas were involved.

Motion was made by Bob Keller to adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes an increase of \$54,439.19 to the Materials grant and \$35,304.00 to the System Services grant. Approval to increase Materials expenditures by \$42,897.19 and Operations expenditures by \$46,846.00. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Ms. Lyle requested Board approval to adjust the FY2015 budget for two grants from the Forsyth County Arts Alliance. One is for \$5,000 for partial payment of Lisa See's speaking fee for the Forsyth Reads Together event in September. \$3,900 was also awarded for one-half of the estimated expense of two historical artwork panels for the Hampton Park Library.

Motion was made by Jean Bowline to increase Other revenues and Operations expenses by \$8,900 to reflect two grants from the Forsyth County Arts Alliance. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

While on the topic of artwork projects, Mary Helen McGruder noted that the art for the Cumming Library is almost complete. The works for the Cumming Library include two historical panels (one on the medical community and one on the downtown Cumming area in the 1950s) and a view of Sawnee Mountain from the top of Cumming City Hall. Ms. McGruder shared that the two historical panels at the Hampton Park Library will focus on the poultry industry in Forsyth County.

Other Business:

Library Financial Report for May 2014

Anna Lyle presented the financial report for the period ending May 31, 2014. Ms. Lyle also provided a verbal summary of the financial picture at fiscal year-end, noting that not all revenues and expenses have been recorded. She said that revenues and expenditures will be roughly equal, despite almost \$100,000 in Board-approved uses of fund balance throughout the year. Ms. Lyle noted that the packet included the last Construction Project Report for the Hampton Park Library. That project is now complete.

May/June 2014 Library Activities Reports

Steve Kight, Assistant Director for Public Services, presented the May/June Library Activities Reports. He noted that 350 patrons have already downloaded the recently released FCPL app. Over 1,000 patrons are using the new Hoopla platform.

Mr. Kight distributed copies of a chart that showed the circulation trends since FY2009, a timeframe that included the addition of the Hampton Park and Post Road libraries and significant increases in total items circulated. The chart showed that the addition of the two new service locations satisfied the goal of relieving some of the activity at the Cumming Library, but that the Sharon Forks Library continues to need relief. Mr. Kight noted that staff had expected the opening of the Post Road Library to take some business from Sharon Forks, but that was not the case. Jon McDaniel said that the expansion of the Sharon Forks Library will help, but that an additional branch is needed in the south end of the county.

There was a general discussion about the space needed for materials collections and the percentage of materials checked out as opposed to being on the shelves. Pointing out the collection statistics included in the Board packet, Tim Plotner noted that 27% of items were checked out at Sharon Forks and said that is a very good use of the investment. In response to a question from Mr. Plotner about wait times for popular materials, Linda Kelly (Assistant Director for Materials Services) noted that her staff carefully monitors hold ratios (the number of holds per copy of a title) through weekly reports. She added that she plans to use some of the additional State funding to reduce the hold ratio for best sellers. Mr. Kight continued his report, distributing charts reflecting number of patrons coming to the libraries and program attendance.

Mr. Kight praised the Youth Services staff for the success of the Summer Reading Program, noting that there was a 21% increase in registrations over the previous year. He attributed the increase to the outreach done by Youth Services staff, who talked to 18,000 children in May. Mr. Kight introduced key Youth Services staff and described unique programming activities that these staff had initiated at each location:

- Cleo Slaughter, Youth Services Supervisor, Sharon Forks Library
- Stephanie Hampson, Youth Services Supervisor, Hampton Park Library
- Lisa Echols, Youth Services Supervisor, Post Road Library
- Julie Boyd, Youth Services Supervisor, Cumming Library
- Laura Bradley, Program Manager

Board members thanked the Youth Services staff and commented on how the programming keeps the library system relevant to the community and answers the question of why new libraries are built. Kristin Morrissey suggested that “this week at your local library” might be a possible topic for the school system’s morning news. Mr. Kight responded that promotion of the Summer Reading Program was included in this forum and that he would look into opportunities for being included year-round.

Motion was made by Bob Keller to adjourn the meeting. Jean Bowline 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 Monday, September 15, 2014, at 5:30 p.m. at the Cumming Library location, 585 Dahlonega Road, Cumming, GA 30040.