

**Forsyth County Public Library Board of Trustees
Minutes from September 15, 2014 Meeting**

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 15, 2014. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, and Kristin Morrissey. Also present were Jon McDaniel (Director), Holly Barfield, Linda Kelly, Stephen Kight, Anna Lyle, and other staff members. Kelly Whitmire with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of July 21, 2014 Library Board meeting minutes

Motion was made by Mary Helen McGruder to approve the minutes of the July 21, 2014 meeting. Bob Keller seconded the motion. The motion carried with three members in favor (McGruder, Keller, and Morrissey) and two members absent (Bowline and Plotner).

Election of Officers for Library Board of Trustees

Mary Helen McGruder opened the floor for nominations for Board officers to serve from September 15, 2014 to September 21, 2015.

Kristin Morrissey moved that Mary Helen McGruder continue as Chairman. Bob Keller seconded the motion. Ms. McGruder asked if there were additional nominations. There was none. The motion carried with three members in favor (McGruder, Keller, and Morrissey) and two members absent (Bowline and Plotner).

Ms. McGruder moved that the remaining officers remain the same, with Bob Keller as Vice Chairman and Kristin Morrissey as Secretary and Treasurer. Bob Keller seconded the motion. The motion carried with three members in favor (McGruder, Keller, and Morrissey) and two members absent (Bowline and Plotner).

Discussion of Sharon Forks Library expansion and renovation project

Jon McDaniel stated that the Sharon Forks Library needs a larger expansion than originally planned. In order to increase the scope of the project, Mr. McDaniel recommended pursuing \$2,000,000 in State funding for the project. This would be in addition to the SPLOST funds and Impact Fees already allocated for the expansion and renovation of the Sharon Forks Library. The availability of State funding would allow for a larger addition and would possibly free up funds to use to purchase a future library site in southwest Forsyth County.

Mr. McDaniel noted that the Sharon Forks and Cumming libraries were the second and third busiest libraries in Georgia in FY2013. With the opening of the Post Road Library, he expects that three FCPL libraries will be in the top ten busiest libraries in the state for FY2014. Mr. McDaniel said it is time to think about a new service area in southwest Forsyth County to help

alleviate demand on these busy branches. Mr. McDaniel referred to a map of Forsyth County that showed 6 service areas, including the four existing locations, the future northwest Forsyth site, and the proposed southwest Forsyth site. He reminded the Board that land for a future library is already owned in northwest Forsyth. Mr. McDaniel said he could see the need to have two new libraries included in the next SPLOST referendum.

Mr. McDaniel said that the called Board meeting on October 20th will be dedicated to discussion of the Sharon Forks Library expansion and renovation project.

Motion was made by Bob Keller to direct the Library staff to pursue \$2,000,000 in State library construction funding for the Sharon Forks expansion and renovation project. Mary Helen McGruder seconded the motion. The motion carried with three members in favor (McGruder, Keller, and Morrissey) and two members absent (Bowline and Plotner).

Discussion of Fiscal Year 2015 budget adjustments

Anna Lyle, Assistant Director for Support Services, requested Board approval for four budget adjustments. The first adjustment is for \$31,070.33 in Major Repair and Renovation (MRR) grant funds from the Georgia Public Library Service. These funds are for technology replacement. Ms. Lyle noted that the MRR funds will be used to replace the Sharon Forks patron computers, purchase laptops that the patrons can check out and use in the library, and tablets. The funds will also be used for a new wireless system for Cumming and Sharon Forks. Finally, the grant will be used to purchase new catalog-only tablet computers for the Cumming Library.

Ms. Lyle presented the second proposed adjustment, which is an unexpected state-wide federal grant distributed by the Georgia Public Library Service. The purpose of the grant is to enable public libraries to purchase materials related to science, technology, engineering, and mathematics (STEM). FCPL's share of the grant is \$18,220.71, which will result in approximately 1,200 STEM-related books being added to the Easy Nonfiction, Juvenile Nonfiction, and Adult Nonfiction collections. Kristin Morrissey asked Linda Kelly, Assistant Director for Materials Services, to send her an email with an overview of the items purchased.

Ms. Lyle shared that the third adjustment was also unexpected. A Hampton Park Library patron has donated \$1,000 to be used to purchase books, toys, and other items related to youth programming at Hampton Park. The donation was in appreciation for the service this patron and her family have received from the library since relocating to the community. Jon McDaniel added that this patron participates in the Books and Babies programs, which has helped her to meet other parents and become part of the community. Mary Helen McGruder noted that this patron's experience demonstrates the importance of having "bricks and mortar" libraries.

Ms. Lyle explained that the fourth adjustment, a \$12,000 donation from the FCPL Friends and Advocates, will fund a variety of programs and services through December 2014. She noted that Bonnie Kantanen, president of the Friends group, was present at the meeting and the Board members thanked Ms. Kantanen for the Friends' support. Ms. Lyle shared that, in addition to this donation, the Friends group has paid \$600 to Literacy Forsyth to sponsor the Library's participation in the annual Spell Check Live fundraiser.

Kristin Morrissey moved to approve the four budget adjustments as presented in the Board packet:

- Increase State revenues and Operations expenses by \$31,070.33 to reflect a State Major Repair and Renovation (MRR) grant for technology replacement. No local match is required.
- Increase Federal revenues and Materials expenses by \$18,220.71 to reflect a STEM Materials grant from the Institute for Museum and Library Services.
- Increase Other revenues and Operations expenses by \$1,000 to reflect a donation from a Hampton Park Library patron.
- Increase Other revenues and Operations expenses by \$12,000 to reflect a donation from the FCPL Friends and Advocates.

Bob Keller seconded the motion. The motion carried with three members in favor (McGruder, Keller, and Morrissey) and two members absent (Bowline and Plotner).

Other Business:

Library Financial Report for July 2014

Anna Lyle presented the financial report for the period ending July 31, 2014. The Board members had no questions.

July/August 2014 Library Activities Reports

Steve Kight, Assistant Director for Public Services, presented the July/August Library Activities Reports. He noted that 380 patrons have registered to attend An Evening with Lisa See the following evening. He also announced that the annual Spell Check Live is Tuesday, October 7, 2014. This year's library team will be comprised of three Information Services Supervisors.

Mr. Kight summarized key points of a recent patron survey. This is the fifth survey and patron satisfaction levels continue to rise. Mr. McDaniel noted that the survey reveals that many patrons are not familiar with the library's electronic resources. Mr. McDaniel added that library staff are planning an eLibrary Festival for January 2015. Mr. Kight said that he hopes to include author talks via Skype at this event.

Kristin Morrissey asked which Hoopla content areas are most popular. Linda Kelly responded that audiobooks and movies are both very popular, with television shows being the least popular.

Motion was made by Kristin Morrissey to adjourn the meeting. Bob Keller seconded the motion. The motion carried with three members in favor (McGruder, Keller, and Morrissey) and two members absent (Bowline and Plotner).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, November 17, 2014 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Road, Cumming, GA 30040. There will also be a called meeting on October 20, 2014 at 5:30 p.m. at the Cumming Library.