

**Forsyth County Public Library Board of Trustees
Minutes from October 20, 2014 Meeting**

The Forsyth County Public Library Board of Trustees held a called meeting at the Cumming Library on October 20, 2014. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner. Also present were Jon McDaniel (Director), Holly Barfield, Linda Kelly, Stephen Kight, Anna Lyle, and other staff members. Kayla Robins with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Presentation and discussion regarding plans for the expansion and renovation of the Sharon Forks Library.

Holly Barfield, Assistant Director for Information Technology, explained four large maps that had been produced by the County's GIS department. The maps illustrated relative density of population and library card holders throughout the County, as well as estimated current drive times to library service locations and revised estimated drive times assuming additional service locations are added in the future.

Linda Kelly, Assistant Director for Materials Services, described system-wide circulation statistics, which show that the greatest demand is placed on the Sharon Forks collection. She shared usage statistics from September and noted that 77% of "easy board books" and 68% of "early readers" were checked out at the Sharon Forks Library.

Anna Lyle, Assistant Director for Support Services, described the funding available and potentially available for the Sharon Forks Library expansion and renovation. She provided three sample budgets, ranging from \$5,405,000 to \$3,661,000. The size and scope of the project are dependent on whether a \$2,000,000 state construction grant is received. \$2,800,000 in SPLOST 7 funding and \$1,500,000 in impact fees have already been designated for the project. She noted that, because impact fees will not be restricted to the Sharon Forks location, Board direction is requested in terms of whether impact fees should be reserved for a future land purchase, or whether the priority should be given to the Sharon Forks expansion and renovation.

Holly Barfield outlined the IT-related priorities for the Sharon Forks expansion and renovation. She said that the concept of a raised floor for electrical and network drops will be explored. Multiple audio-visual systems will be needed for various meeting spaces. The existing automated materials handling system (AMH) will need to be reconfigured and additional connections and components purchased to optimize the effectiveness of the system.

Steve Kight, Assistant Director for Public Services, outlined the limitations of the current Sharon Forks Library floor plan. He noted that increasing the space in in the Easy and Juvenile areas, as well as the meeting room, are priorities. Currently the adult non-fiction and adult fiction

sections are separate; he would like for these to be together for maximum flexibility. Mr. Kight added that study rooms are needed. Finally, Mr. Kight said that the current plan with two entrances is not ideal; he indicated that one entrance would be preferable in terms of patron safety and efficiency of square footage.

Jon McDaniel showed the Board the existing site plan, followed by proposed plans with increases in parking and building square footage. Mr. McDaniel clarified that these plans are only theoretical and are intended to give the Board an idea of what can be achieved within different budget scenarios.

There was a discussion among Board members regarding the relative importance of space and amenities, what could be accomplished with the three scenarios presented (6,000 sq. ft. addition, 9,000 sq. ft. addition, and 12,000 sq. ft. addition), the uncertainty regarding the potential State construction grant, and the competing priority of the anticipated future need for a library in southwest Forsyth County. There was general agreement that a 6,000 sq. ft. addition would not be effective.

Mary Helen McGruder moved to go into closed session to discuss future acquisition of real estate for a branch library. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Kristin Morrissey moved to end the closed session. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Tim Plotner moved to return to regular session. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Kristin Morrissey made the following motion: In regards to the Sharon Forks Library expansion and renovation budget, direct the staff to prioritize the Sharon Forks Library project over future potential projects in the use of Impact Fees, with the intended result of maximizing efficiency and space at the Sharon Forks Library. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Before adjourning the meeting, Mary Helen McGruder reminded the Board that the Director's evaluation will be conducted at the next Board meeting. Kristin Morrissey will be compiling the evaluation documents.

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

Approved 11/17/2014

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 Dahlonega Road, Cumming, GA 30040.