

**Forsyth County Public Library Board of Trustees  
Minutes from November 17, 2014 Meeting**

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 17, 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, 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.

**Approval of September 15, 2014 Library Board meeting minutes**

Motion was made by Jean Bowline to approve the minutes of the September 15, 2014 meeting. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Approval of October 20, 2014 called Library Board meeting minutes**

Motion was made by Bob Keller to approve the minutes of the October 20, 2014 meeting. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

**Discussion of revisions to the Library's Unattended Children Policy**

Jon McDaniel recommended revisions to the Unattended Children Policy to include 1) raising the minimum age at which children may be left alone in the library from age 9 to age 11 and 2) raising the minimum age at which children may be left alone in library programs from age 5 to age 8. Reasons given for the proposed changes include patron safety, patron behavior, and the noise level in programs. Tim Plotner expressed concern that the significant change from 5 to 8 might not be well-received. He also noted that requiring parents to attend could double the number of people in the room, resulting in more children being turned away when the room reaches capacity. Bob Keller said he was in favor of the change, noting that the library cannot be too protective of children. After additional discussion, the Board decided to proceed with the proposed policy but asked for an update regarding patron response at the January or March Board meeting.

Motion was made by Bob Keller to approve the revised Unattended Children Policy, effective December 1, 2014. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

**Discussion of revisions to the Library's Meeting Room Policy**

Jon McDaniel recommended revisions to the Meeting Room Policy. The revision includes the addition of rules for study rooms. Tim Plotner asked why commercial use is prohibited in the

meeting rooms, but not in the study rooms. Steve Kight, Assistant Director for Public Services, responded that the intent is to allow tutors to use the study rooms.

Motion was made by Tim Plotner to approve the revised Meeting Room Policy, effective December 1, 2014. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

### **Discussion of bid for HVAC preventive maintenance and other services/repairs**

Anna Lyle, Assistant Director for Support Services, requested Board approval to award the HVAC preventive maintenance bid to Willis Mechanical, Inc. She noted that the price of \$4,720 is lower than the current contract because library Facilities staff will begin performing some preventive maintenance tasks, such as replacing filters. Ms. Lyle noted that Willis Mechanical was the low bidder, had positive references, and appears to be an established company.

Motion was made by Tim Plotner to award the HVAC preventive maintenance and other services/repairs contract to Willis Mechanical, Inc. for the period from 1/1/15 to 12/31/15—with the option to renew for two additional years—for the amount of \$4,720 annually for preventive maintenance. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

### **Discussion of Library's Fiscal Year 2014 audit**

Anna Lyle reviewed the library's FY2014 audit. She noted that the library received a clean opinion. She explained that an error in a report prepared for the FY2013 audit was discovered during the FY2014 audit. This error led to a prior period adjustment and a material weakness finding. Ms. Lyle outlined the staff's corrective action plans to prevent a similar error in the future.

Ms. Lyle pointed out that the fund balance for the general fund remained stable in FY2014. There was an increase of \$7,477, despite over \$100,000 in fund balance uses for special projects or purchases approved by the Board in FY2014. Expenses increased significantly over the prior year because of the transfer of the Post Road facility to the County. Revenues decreased because of a decrease in SPLOST funds as compared to FY2013.

Motion was made by Mary Helen McGruder to approve the Library's Fiscal Year 2014 audit as presented. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

### **Discussion of Fiscal Year 2015 budget adjustments**

Anna Lyle requested Board approval for three budget adjustments. The first was a \$600 donation from the FCPL Friends and Advocates for the purchase of summer reading program t-shirts for Public Services staff.

The second and third adjustments related to the use of fund balance for special materials projects. Materials staff have requested that the remainder (\$20,746.44) of fund balance previously committed for Materials purchases be used to purchase Juvenile Reference books for all branches, with the goal of strengthening the subject areas that are in high-demand for school assignments. Materials staff have also requested approval to use \$40,000 in fund

balance to purchase replacement copies of popular Easy, Juvenile, and Teen materials. The focus would be on Easy books at the Sharon Forks Library and on Juvenile and Teen series at the Cumming Library.

Bob Keller moved to approve the three budget adjustments as presented in the Board packet:

- Increase Other revenues and Operations expenses by \$600 to reflect a donation from the FCPL Friends and Advocates.
- Use \$20,746.44 in fund balance previously committed for Materials purchases for the purpose of purchasing Juvenile Reference books for all branches. Increase Materials expenses by \$20,746.44.
- Use \$40,000 in fund balance for the purpose of purchasing replacement copies of popular Easy, Juvenile, and Teen materials. Increase Materials expenses by \$40,000.

Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

**Other Business:**

**Library Financial Report for September 2014**

Anna Lyle presented the financial report for the period ending September 30, 2014. The Board members had no questions. Regarding the Post Road Construction report, Jon McDaniel noted that the contractor to build the drive-thru canopy has been hired and work will begin soon. He also noted that the road improvements at the Post Road Library entrance are almost complete.

**September/October 2014 Library Activities Reports**

Steve Kight, Assistant Director for Public Services, presented the September/October Library Activities Reports. He noted that eLibrary use continues to grow. eResources will be promoted at the Winter Carnival planned for January 10<sup>th</sup>. Mr. Kight shared that staff are now promoting the library through Instagram. He also noted that construction of the study rooms at the Cumming Library will begin in January. Finally, he reminded the Board that all four locations will be open four evenings per week beginning the week of January 4<sup>th</sup>.

**Closed session for Director's annual evaluation**

Motion was made by Mary Helen McGruder to go into closed session to discuss personnel-related matters as described in O.C.G.A. §50-14-3(b)(2). Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Motion was made by Bob Keller to end the closed session. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Motion was made by Bob Keller to return to open session. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Motion was made by Tim Plotner to adjourn the meeting. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Approved 01/20/2015**

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, January 20, 2015 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.