

**Forsyth County Public Library Board of Trustees
Minutes from January 20, 2015 Meeting**

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 20, 2015. 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.

Mary Helen McGruder called the meeting to order. She noted that, after completion of the regular agenda items, she plans to move to go into closed session for the purpose of discussing personnel-related matters.

Approval of November 17, 2014 Library Board meeting minutes

Motion was made by Bob Keller to approve the minutes of the November 17, 2014 meeting. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of bid for janitorial services

Anna Lyle, Assistant Director for Support Services, recommended that the Board award the janitorial services contract to Building Maintenance Services, Inc. She noted that staff handled the janitorial services bid differently than in the past. The contracted service will continue to perform tasks that need to be done daily (e.g., trash removal, cleaning restrooms, vacuuming), but some other tasks (e.g., dusting) will be performed by a new 20-hour staff position. Ms. Lyle added that, because the scope of work of the janitorial bid was reduced, there will be sufficient savings from the janitorial contract to fund this new position.

Motion was made by Jean Bowline to award the janitorial services contract to Building Maintenance Services, Inc. for the period from 2/1/15 to 1/31/16—with the option to renew for two additional years—for the amount of \$70,800 annually. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of uncollectable patron debt for 2011

Anna Lyle summarized the information regarding the bad debt write-off that was provided in the Board packets. Per the Library's policy, the write-off for 2015 (debt remaining from 2011 despite collection efforts) is \$50,245. Kristin Morrissey asked which collections are most impacted by the 1,325 unreturned items. Ms. Lyle answered that the losses were across the board and there did not appear to be a trend. Holly Barfield, Assistant Director for Information Technology, distributed a report showing a breakdown of the unreturned items. Tim Plotner expressed concern about the number of patrons (3,007) having debt written off. Mr. McDaniel said that 3,007 is 4.19% of active patrons in 2011. Mr. Plotner asked how that percentage

compares to previous years and Ms. Barfield answered that she would need to run additional reports to provide that information.

There was a general discussion about the difficulty in identifying trends and doing other analysis because of the number of changing variables involved (e.g., introduction of small balance collection program in 2010, change in overdue fees, change in checkout period, increases in circulation). In response to a question from Ms. Morrissey, Ms. Lyle reviewed the goal of the annual bad debt write-off, which is to ensure that the Library is accurately representing its accounts receivable on its financial statements.

Motion was made by Tim Plotner to write off \$50,245.49 in patron debt remaining from 2011. Bob Keller 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 four budget adjustments. The first adjustment is for a donation of \$15,300 from the FCPL Friends and Advocates. This donation covers \$1,300 for Materials (including \$1,000 for additional copies of *The Help* to support Forsyth Reads Together) and \$14,000 for Operations expenses. Operations expenses include a portion of Kathryn Stockett's speaking fee, movie licenses, and supplies related to the winter carnival, programming during spring break, and the summer reading program.

The second adjustment is for a donation of \$5,000 for Literacy Forsyth. This donation supports a portion of Kathryn Stockett's speaking fee and expansion of the Spanish-language collection at the Cumming Library.

The third adjustment is for a donation of \$3,000 from Citizens Bank to support the purchase of artwork at the Cumming Library.

The fourth adjustment is to reflect the County's 2015 budget, which includes an increase of \$87,450 for the Library for the remainder of the Library's FY2015 budget. \$44,500 is for Materials, to offset the loss of SPLOST funds for purchases for the Hampton Park Library. The remaining \$42,950 is for Personnel, to enable all four locations to be open four evenings per week.

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

- Increase Other revenues by \$15,300 to reflect a donation from the FCPL Friends and Advocates. Increase Materials expenses by \$1,300 and Operations expenses by \$14,000.
- Increase Other revenues by \$5,000 to reflect a donation from Literacy Forsyth. Increase Materials expenses by \$2,000 and Operations expenses by \$3,000.
- Increase Other revenues and Operations expenses by \$3,000 to reflect a donation from Citizens Bank for artwork for the Cumming Library.
- Increase Forsyth County revenues by \$87,450 to reflect adoption of County CY2015 budget. Increase Personnel expenses by \$42,950 and Materials expenses by \$44,500.

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

Other Business:

Library Financial Report for November 2014

Anna Lyle presented the financial report for the period ending November 30, 2014. She noted that the State revenues are not in line with the budget. She said that this is due to the Georgia Public Library Service's timing in taking funding reductions, but assured the Board that the annual amount shown is correct.

In terms of the Post Road Construction Report, Ms. Lyle noted that the canopy over the Post Road book return will be installed over Presidents Day weekend. This is one of the last major expenses related to the Post Road Library.

On the topic of book returns, Kristin Morrissey noted that the outdoor drop at the Sharon Forks Library is difficult to access from a sedan, as opposed to an SUV. She asked that differences in car height be taken into consideration for the Sharon Forks renovation and future libraries.

November/December Library Activities Reports

Steve Kight, Assistant Director for Public Services, presented the November/December Library Activities Reports. He announced that September 15th has been confirmed for the Kathryn Stockett (author of *The Help*) event. Mr. Kight shared that there were over 600 attendees at the Winter Carnival held at the Forsyth Conference Center. Staff from all departments, as well as teen and adult volunteers, helped with the event. Also, 65 people attended the recent murder mystery program at Sharon Forks. Statistics continue to show growth in circulation and programming.

Closed session for discussion of personnel-related matters

Mary Helen McGruder requested a motion to go into closed session to discuss personnel-related matters as described in O.C.G.A. §50-14-3(b)(2). Kristin Morrissey made the motion and Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

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

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

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, March 16, 2015 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040. A called meeting will be held on Monday, February 23, 2015.