

**Forsyth County Public Library Board of Trustees
Minutes from March 16, 2015 Meeting**

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 16, 2015. 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.

Approval of February 23, 2015 called Library Board meeting minutes

Motion was made by Bob Keller to approve the minutes of the February 23, 2015 meeting. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of revisions to the Library's Forsyth County History Collection policy

Linda Kelly, Assistant Director for Materials Services, requested Board approval for a revised Forsyth County History Collection policy. She explained that materials related to select counties previously included in local history are being moved to the Georgia history collection. She indicated that stickers and catalog references assist patrons in locating the items in both collections.

Motion was made by Kristin Morrissey to approve the revised Forsyth County History Collection Policy, effective March 17, 2015. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of change in the definition of *spouse* in the Leave under the Family and Medical Leave Act policy (Personnel Policy Manual, Section I-3)

Anna Lyle, Assistant Director for Support Services, indicated that a new federal regulation was released regarding the Family and Medical Leave Act (FMLA) after the revised Personnel Policy Manual was approved in February. This new rule redefines eligibility to be considered a *spouse* under FMLA. Rather than the definition of *spouse* being based on the law in the state where the employee resides (current definition), it will be based on the law of the place in which the marriage was entered into. Ms. Lyle requested Board approval of a revision that incorporates this change.

Motion was made by Kristin Morrissey to approve the revised Leave under the Family and Medical Leave Act policy, effective March 1, 2015. Bob Keller seconded the motion. The

motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of Fiscal Year 2015 budget adjustment

Anna Lyle requested Board approval to increase Other revenues by \$1,000 to reflect a donation from Tyson Foods, Inc. The donation will help fund two historical panels about the poultry industry at the Hampton Park Library. Ms. Lyle noted that, because this expense was already in FY2015 budgeted expenditures, no adjustment to expenses is needed.

Motion was made by Tim Plotner to increase Other revenues by \$1,000 to reflect a donation from Tyson Foods, Inc. for artwork at the Hampton Park Library. Bob Keller seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of Library's Fiscal Year 2016 budget

Anna Lyle presented the proposed FY2016 budget. As in the past, budgetary fund balance (savings) is used to balance the budget if expenses are incurred at 100% of budget. Overall, revenues are expected to remain stable with an increase of less than 1%. Revenues from Forsyth County Government have increased to reflect a full year of Materials and Personnel increases that began in January 2015. State revenues have decreased to reflect a new state funding formula. Ms. Lyle noted that FCPL prepared for this decrease in the previous fiscal year, so the impact on FY2016 will be minimal.

The Operations budget has decreased by over \$118,000. Ms. Lyle reminded the Board that, when the change in the state funding formula expected for July 2014 was postponed for one year, the unbudgeted state funds were used for one-time expenses in Materials and Operations in FY2015, thus increasing the FY2015 budget. Ms. Lyle noted that a reduction in the electricity budget also contributed to the decrease in FY2016 Operations expenses.

Tim Plotner initiated a discussion about the Materials budget, expressing concern that the Personnel budget is increasing at a higher rate than the Materials budget. Ms. Lyle explained the increases and decreases in both budgets, including the increase in personnel due to additional service hours. She also noted the increase in the FY2015 Materials budget due to unbudgeted state funding that will not continue into FY2016; she said the increase in Materials would have appeared to be more significant if not for this factor. There was a general discussion about priorities. Jon McDaniel noted that his priority is to keep the doors open for access to materials and technology. Bob Keller said that he sees libraries as more than checking out books. Mary Helen McGruder commented that staff are needed for programming, such as the recent Special Needs Resources Fair. She noted that the library makes so many resources available.

Motion was made by Bob Keller to approve FCPL's Fiscal Year 2016 proposed budget as presented, including revenues of \$5,525,457, expenditures of \$5,694,267, reserves of \$170,800, and \$339,610 in budgetary fund balance. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of Library's Calendar Year 2016 County budget request

Anna Lyle presented the proposed CY2016 County budget request. The proposed request includes four additions to the 2015 appropriation. First, a funding increase is requested to cover the increase in mandatory employer contributions to the Teachers Retirement System of Georgia. Second, an increase is requested to fund five part-time, non-classified staff to meet increased activity levels at the Cumming, Sharon Forks, and Post Road libraries. Third, Ms. Lyle recommended requesting funding to implement salary increases related to an upcoming salary study. Finally, as in past years, a 3% pay increase for staff is requested if County staff receive a pay increase.

Motion was made by Bob Keller to approve FCPL's Calendar Year 2016 County proposed budget request as presented. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Other Business:

Library Financial Report for January 2015

Anna Lyle presented the financial report for the period ending January 31, 2015. There was no discussion.

January/February 2015 Library Activities Reports

Steve Kight, Assistant Director for Public Services, presented the January/February 2015 Library Activities Reports. He focused on the recent training day for Public Services staff. The topics included customer service, technology, readers advisory, and presentation skills.

After hearing a description of how crowded the libraries were on the days Forsyth County Schools were closed for inclement weather, Kristin Morrissey asked Mr. Kight to send her additional usage information for those days.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, May 18, 2015 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Road, Cumming, GA 30040.