

**Forsyth County Public Library Board of Trustees
Minutes from May 18, 2015 Meeting**

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 18, 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, Stephen Kight, Anna Lyle, Susan Thornton, and other staff members. Kayla Robins with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of March 16, 2015 Library Board meeting minutes

Motion was made by Jean Bowline to approve the minutes of the March 16, 2015 meeting. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Library Board's Fiscal Year 2016 Schedule of Meetings

Jon McDaniel presented the proposed FY2016 meeting schedule. As in FY2015, proposed Board meetings are on the third Monday in March, May, July, September, and November, and the third Tuesday in January.

Motion was made by Tim Plotner to approve the Fiscal Year 2016 Library Board Meeting Schedule as presented. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of bid for landscape services

Anna Lyle, Assistant Director for Support Services, recommended that the Board award the landscape services bid to Aspire Landscaping, Inc. Aspire submitted the lowest bid and is the library's current landscape contractor. Kristin Morrissey described a negative experience that she had in the past with this contractor's employees. Ms. Lyle said she would share this information with the owners.

Motion was made by Bob Keller to award the landscape services contract to Aspire Landscaping, Inc. for the period from 7/1/2015 – 6/30/2016—with the option to renew for two additional years—for the amount of \$25,727.76 annually. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of disposal of capital assets

Anna Lyle requested Board approval to dispose of 16 capital assets listed in the Board report. She noted that most are servers that had been retained for non-mission-critical functions and replacement parts.

Motion was made by Tim Plotner to dispose of 16 capital assets as recommended by staff. (Disposal includes the following asset numbers: 000441, 000472, 000490, 000492, NA31, 000048, 000152, 000160, 000162, 000433, 000434, 000454, 000479, 000488, 000493, FY0901.) Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Fiscal Year 2015 budget adjustments

Anna Lyle requested Board approval to adjust the FY2015 budget to reflect two donations to fund historical artwork about the poultry industry at the Hampton Park Library. The donations include \$1,000 from Mar-Jac Poultry and \$2,000 from American Proteins, Inc. Ms. Lyle noted that the project is now 100% funded through the Forsyth County Arts Alliance and private donations. She explained that, because this expense is already in FY2015 budgeted expenditures, no adjustment to expenses is needed.

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

- Increase Other revenues by \$1,000 to reflect a donation from Mar-Jac Poultry, Inc. for artwork at the Hampton Park Library.
- Increase Other revenues by \$2,000 to reflect a donation from American Proteins, Inc. for artwork at the Hampton Park Library.

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

Discussion of retirement of Library Director

Mary Helen McGruder said that, in light of Jon McDaniel's forthcoming retirement in December, the Board needs to begin the recruitment process for the next Director. Susan Thornton, Human Resources Manager, described the library's typical hiring process and how she recommended adapting it for the Director position. Board members will be asked to review applications to determine who they wish for Ms. Thornton to screen via phone interviews and to review Ms. Thornton's notes from the phone interviews to determine which candidates to invite for in-person interviews with the Board. Ms. McGruder commented that she feels the Board will be well-served by using the process already in place.

Other Business:

Library Financial Report for March 2015

Anna Lyle presented the financial report for the period ending March 31, 2015, as well as the Post Road Library construction report. There was no discussion.

March/April 2015 Library Activities Reports

Steve Kight, Assistant Director for Public Services, described a program from the previous day, when 90 patrons attended a presentation by a Holocaust survivor. Mr. Kight shared that Summer Reading Fun will begin later in the week and that he anticipates a great summer. 50 teen volunteers were selected from over 80 applicants to assist with summer programs.

Bob Keller asked what percentage of the Forsyth County population has library cards. Mr. Kight responded that there are about 75,000 active cards. Mr. Keller asked if new cards issued are mostly to new residents. Two branch managers attending the meeting (Ross Gericke and Denise Leeson) answered in the affirmative. Ms. Leeson added that she estimates that 90% of new cardholders are new residents.

Mr. Keller said that the rate of self-checkouts is “phenomenal,” and a general discussion about improvements to the self-service equipment ensued.

Mr. Kight shared that staff members are planning programming related Kathryn Stockett's *The Help*, this year's Forsyth Reads Together selection. The main event will be an author talk and book signing on September 15th. Mr. Kight indicated that funding for this event has been received from Literacy Forsyth and the FCPL Friends and Advocates. In addition, a grant application has been submitted to the Forsyth County Arts Alliance for funding for the author event.

Closed session for the purpose of discussing personnel-related matters

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

Closed session for the purpose of land acquisition

Motion was made by Mary Helen McGruder to go into closed session to discuss future acquisition of real estate as described in O.C.G.A. §50-14-3(b)(1). 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 Tim Plotner 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, July 20, 2015 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.