

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

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 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, Susan Thornton, and other staff members. Kayla Robins with the *Forsyth County News*, Joe Alcock from McMillan Pazdan Smith Architecture, and Sanjay Saggere from the FCPL Friends and Advocates were also present.

Mary Helen McGruder called the meeting to order.

Approval of May 18, 2015 Library Board meeting minutes

Motion was made by Bob Keller to approve the minutes of the May 18, 2015 meeting. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of proposed purchase of AWE Early Literacy Stations

Linda Kelly, Assistant Director for Materials Services, described the AWE Early Literacy Station product. It offers over 60 educational programs for children, and is expected to be very appealing to young patrons. Holly Barfield, Assistant Director for Information Technology, showed a brief video about the product.

Steve Kight, Assistant Director for Public Services, explained that the FCPL Friends and Advocates donated \$10,000 towards the cost of purchasing the Early Literacy Stations. Mr. Kight and members of the Board thanked Sanjay Saggere, who was representing the Friends at the meeting. Mr. Kight noted that this \$10,000 is in addition to the \$30,000 in donations that the Friends group has already committed for FY2016. He added that FCPL could not do such great programming without the support of the Friends and Advocates.

Anna Lyle, Assistant Director for Support Services, asked the Board to approve the use of \$9,448.92 in fund balance to purchase Early Literacy Stations. This amount would be combined with the \$10,000 from the Friends to purchase stations for the Cumming, Sharon Forks, and Hampton Park libraries. She noted that stations will be purchased for the Post Road Library with construction funds. Ms. Lyle reviewed a document showing estimated fund balance and uses to date.

Tim Plotner asked to what degree FCPL can control the content on the Early Literacy Stations. Ms. Kelly responded that the content cannot be altered by FCPL. Jon McDaniel said that staff would contact the vendor to get a definitive answer to Mr. Plotner's question. Bob Keller asked about warranty periods and software upgrades. Holly Barfield discussed options (replacement,

upgrade, or no action) and how she planned to incorporate the Early Literacy Stations into future IT budgets.

Motion was made by Kristin Morrissey to approve the following adjustments to the FY2016 budget:

- Approval to use \$9,448.92 in fund balance for AWE Early Literacy Stations at the Cumming, Sharon Forks, and Hampton Park libraries. Approval to increase Operations expenditures by \$9,448.92.
- Approval to increase Other revenues and Operations expenses by \$10,000 to reflect a donation from the FCPL Friends and Advocates for AWE Early Literacy Stations.

Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of RFQ for Professional Architectural Design Services

Jon McDaniel presented the staff's recommendation for professional architectural design services for the expansion and repurposing of the Sharon Forks Library. Mr. McDaniel said that McMillan Pazdan Smith stood out among the 14 firms that submitted proposals, primarily due to the lead designer's (David Moore) substantial experience designing public libraries. Specifically, Mr. Moore is well-known for expansion and respacing projects. Mr. McDaniel introduced Joe Alcock, director of the firm's Atlanta office. Mr. McDaniel also noted that McMillan Pazdan Smith will be contracting with Pat Harris for interior design services and will use a consultant specializing in RFID and automated materials handling technologies.

Tim Plotner asked to go on record that he wants a different process to be used in the future. He said that more than one firm should have been brought to the Board for consideration. Mary Helen McGruder stated that the scoring clearly shows McMillan Pazdan Smith as the strongest firm.

Motion was made by Jean Bowline to award the Professional Architectural Design Services contract to McMillan Pazdan Smith Architecture in the amount of \$436,232, plus up to \$20,000 in reimbursable expenses. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of proposed training days

Jon McDaniel requested Board approval to close the library for the annual Library Staff Training Day in October 2015 and a Public Services Training Day in March 2016.

Motion was made by Kristin Morrissey to approve the following library closures:

- Close all library locations on Monday, October 12, 2015 for Library Staff Training Day.
- Close all library branches (not Administrative Offices) on Friday, March 25, 2016 for Public Services Training Day.

Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2016 Application for State Aid

Jon McDaniel explained that Library Board approval of various federal regulations is required by the Georgia Public Library Service (GPLS) in order for the library system to qualify for funding distributed by GPLS.

Motion was made by Bob Keller to approve the certifications outlined in the document entitled *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination*. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Approval of Library Director having signature authorization on behalf of the Library

Jon McDaniel explained that the GPLS requires that the Library Board formally authorize the Library Director to have "signatory authority" in order for the Director's signature to be accepted on State documents. The Board Chairman is required annually to sign a document certifying the authorization.

Motion was made by Tim Plotner to give signature authority for all contracts and other documents to Jon McDaniel, who holds the position of Director. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Approval of State Zero-Based Budgeting (ZBB) Budget Plan document

Anna Lyle requested Board approval of a new state form that describes how FCPL plans to use state funding in FY2016. In response to a question from Tim Plotner, Ms. Lyle clarified that the inclusion of "zero-based budgeting" in the form title refers to the process used by the Georgia Public Library Service and the Office of Planning and Budget to determine the new state funding formula, not to information requested by or provided on the form itself.

Motion was made by Bob Keller to approve the FY2016 Georgia Public Library Service ZBB Formula Information Sheet and Budget Plan, as presented by staff. 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 for four adjustments to the FY2015 budget, which ended on June 30th. First, the Library received \$597 less from the FCPL Friends and Advocates than budgeted. Both revenues and associated expenditures need to be reduced to reflect this.

Second, Ms. Lyle requested that the Board reverse the May 2015 budget adjustment for a \$2,000 donation from American Proteins. Ms. Lyle explained that, because the associated expenditures will occur in FY2016, the finance staff prefers to treat the funds as deferred revenue.

Third, Ms. Lyle requested approval to increase revenues by \$4,235.68 to reflect unexpected State funding. She explained that she was contacted at the end of FY2015 by GPLS's Facilities Director, who had remaining major repair and renovation (MRR) funds in his budget. FCPL staff assembled a list of facilities projects that had been completed recently and might be eligible for

this funding. \$8,471.35 in projects was approved for a 50% match from GPLS. This additional state funding results in local funds being available for other purposes.

Finally, GPLS redistributed unused FY2015 personnel funds in the form of State Materials grants. FCPL received \$15,592.71 of approximately \$1 million in surplus funds.

Motion was made by Kristin Morrissey to approve the following adjustments to the FY2015 budget:

- Decrease Other revenues and Operating expenses by \$597 to reflect a change in the planned donation from the FCPL Friends & Advocates.
- Reverse 5/18/15 budget adjustment for \$2,000 donation from American Proteins, Inc. This donation will be deferred until FY2016.
- Increase State revenues by \$4,235.68 to reflect a year-end major repair and renovation (MRR) grant.
- Increase State revenues and Materials expenses by \$15,592.71 to reflect a year-end Materials grant.

Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Fiscal Year 2016 budget adjustments

Anna Lyle noted that the Board had already approved two adjustments to the FY2016 budget in a previous agenda item. She requested Board approval for four additional adjustments.

First, Ms. Lyle requested Board approval to carry forward \$1,247.09 in Materials encumbrances from FY2015. This adjustment covers the cost of items ordered in FY2015 but not received until FY2016.

Second, the FY2016 State grant needs to be reduced to reflect lower health insurance costs than reflected in the original funding formula provided by GPLS. The impact on both revenues and expenses is a \$3,599 reduction.

Third, Ms. Lyle requested Board approval to accept the \$2,000 donation from American Proteins received in FY2015 as deferred revenue for FY2016.

Finally, Ms. Lyle requested Board approval to increase FY2016 County revenues and expenses by \$77,300 for a 2.2% COLA for Library staff, retroactive to January 1, 2015. This increase covers expenses through December 2015.

Motion was made by Jean Bowline to approve the following adjustments to the FY2016 budget:

- Carry forward \$1,247.09 in Materials encumbrances from FY2015.
- Adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes a decrease of \$3,599 to the Personnel grant. Approval to decrease Personnel expenditures by \$3,599.
- Increase Other revenues and Operations expenses by \$2,000 to reflect a donation from American Proteins, Inc. for artwork for the Hampton Park Library. These funds were received in FY2015 and deferred until FY2016.

- Increase Forsyth County revenues and Personnel expenditures by \$77,300 to reflect a 2.2% COLA for library staff.

Other Business:

Library Financial Report for May 2015

Anna Lyle presented the financial report for the period ending May 31, 2015, as well as the Post Road Library construction report. She also directed the Board's attention to a preliminary estimate of the Library's financial picture at the end of FY2015, noting that the fund balance may increase by approximately \$80,000. Kristin Morrissey initiated a discussion regarding the estimated fund balance as compared to the range contained in the Fund Balance Policy. Ms. Lyle said that she would bring additional information regarding fund balance uses for discussion at the September Board meeting.

May/June 2015 Library Activities Reports

Steve Kight, Assistant Director for Public Services, announced that FCPL will receive a grant from the Forsyth County Arts Alliance for the Forsyth Reads Together event. This grant, along with donations from the FCPL Friends and Advocates and Literacy Forsyth, will fund the speaker's fee for Kathryn Stockett. Mary Helen McGruder noted that this is the last Board meeting before An Evening with Kathryn Stockett on September 15th. Mr. Kight noted that almost 200 patrons are already registered for the event.

Mr. Kight described the success of the 2015 summer reading program. Over 5,800 patrons are registered for the program; he expects that the number may reach 6,000 by the end of the program. In response to a question from Tim Plotner, Mr. Kight noted that, during the summer, many programs are at capacity.

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 Tim Plotner to return to open session. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Motion was made by Tim Plotner to adjourn the meeting. Jean Bowline 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, September 21, 2015 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.