

**Forsyth County Public Library Board of Trustees  
Minutes from September 21, 2015 Meeting**

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 21, 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, and other staff members. Kayla Robins with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

**Approval of July 20, 2015 Library Board meeting minutes**

Motion was made by Bob Keller to approve the minutes of the July 20, 2015 meeting. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

**Approval of August 10, 2015 called Library Board meeting minutes**

Motion was made by Tim Plotner to approve the minutes of the August 10, 2015 meeting. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Approval of August 17, 2015 called Library Board meeting minutes**

Motion was made by Kristin Morrissey to approve the minutes of the August 17, 2015 meeting. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Election of Officers for Library Board of Trustees**

Mary Helen McGruder opened the floor for nominations for Board officers to serve from September 21, 2015 to September 19, 2016.

Jean Bowline made a motion that the current officers remain the same (Chairman–Mary Helen McGruder; Vice-Chairman–Bob Keller; Secretary-Treasurer–Kristin Morrissey). Tim Plotner asked whether anyone was interested in moving to a different position. Kristin Morrissey said that the current structure was working well and suggested leaving it the same, especially with a new director replacing Jon McDaniel in December. Mary Helen McGruder agreed. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Appointment of new Library Director**

Mary Helen McGruder told the Board members that Anna Lyle, Assistant Director for Support Services, was not able to attend this meeting due to a family emergency.

Motion was made by Tim Plotner to appoint Anna Lyle as the new Director of the Forsyth County Public Library, effective December 19, 2015. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Ms. McGruder said that the Board had discussed their decision at length in called meetings. She said she was sorry to see Jon McDaniel retire, but he has left behind someone with an excellent reputation who is well-trained to take over, and she was excited for the future of the library.

### **Presentation regarding patron input about Sharon Forks expansion and repurposing project**

Stephen Kight, Assistant Director for Public Services, presented the results of patron surveys and public meetings intended to obtain patron input about the upcoming expansion of the Sharon Forks Library. He reviewed statistical data on a number of factors associated with the project, including population growth, use of library services, square footage of existing library facilities, and anticipated sources of funding. Mr. Kight reviewed patron feedback regarding existing features and new features that patrons would like to have available, such as study rooms and a larger meeting room. Ms. Morrissey commented that there were a number of items on the list but there will be only so much money available, and she would like to hear the staff's recommendations on each suggestion. Discussion took place regarding possible new features such as a makerspace or 3D printing. Jon McDaniel said that one challenge would be training staff. Ms. Morrissey asked if staff would provide Board members with information about what other libraries are doing in terms of makerspaces. Tim Plotner commented on liability insurance implications for opening a shop. Mr. McDaniel said that the square footage of the remodeled Sharon Forks Library was expected to be comparable to that of the Cumming Library and Administrative Offices combined, at about 36,000 square feet.

### **Discussion of proposed revision to Holiday Benefits policy (Personnel Policy Manual H-4)**

Jon McDaniel explained that the library has been closed on the Sunday before Memorial Day since 2003. This is not a paid holiday, but is one of four Sundays on which the library is closed in observance of that weekend's holiday. (The others include Easter, Mother's Day, and Father's Day.) In recent years the library has become much busier, especially since Summer Reading Fun now begins just before Memorial Day. Staff would rather not have the library closed two days in a row, especially right at the beginning of Summer Reading Fun, and library usage statistics reflect a sufficient volume of activity that would support leaving the library open. There was discussion about the history of these closed Sundays. Tim Plotner said that the library should be open whenever it can to support what the library is doing, and commented that Mother's Day and Father's Day seem strange days to be closed. Mary Helen McGruder suggested we proceed with opening on the Sunday before Memorial Day, and Bob Keller asked staff to track the statistics to see whether it matters, and look at this again next year.

Mr. Keller moved to approve the revised Holiday Benefits policy (Personnel Policy Manual H-4), which removes the Sunday before Memorial Day as a holiday observance, effective immediately. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

## **Discussion of proposed commitments of fund balance**

Jon McDaniel said that staff is recommending three proposed commitments of Fund Balance. He explained that approval of commitments is not the same as approving use, and Board approval would be requested to actually use the funds before these projects would be implemented.

The first request was to commit \$10,000 towards the author's speaking fee for Forsyth Reads Together. In the past these fees have typically been covered by donations or grants. A commitment of \$10,000 is requested in case funding does not come through for an event after we have made a commitment to the author and speakers bureau.

The second request was to commit \$50,000 to upgrade the automated materials handling system (AMH) at the Sharon Forks Library. The current AMH is a 300 Series that was purchased just after a unit was installed at the new Post Road Library. (Purchasing guidelines allowed a second unit to be purchased at the same price within six months of the bid.) The AMH at Sharon Forks Library cannot support the additional input stations needed to keep up with the heavy volume of returns. Currently there can be patrons waiting in line to place items onto the conveyor belt. Mr. McDaniel said that the vendor, Bibliotheca, had offered a trade-in towards a Series 400 unit which could better handle the volume. He is requesting a commitment of \$50,000 to ensure the existing AMH can be upgraded. He explained that impact fees were used to purchase the AMH and cannot be used to replace an item, so fund balance may be needed to upgrade the AMH, and impact or SPLOST funds can later be used to purchase additional components. There was general discussion about the capabilities of the 400 Series and whether it would meet our needs. Holly Barfield, Assistant Director for Information Technology, explained some of the differences in capability between the 300 and 400 units. Tim Plotner asked about the cost to purchase a new unit and the amount of savings we would receive. Board members asked about other library systems that might be currently using a system, or that might be interested in visiting FCPL to see how a system works.

Mary Helen McGruder asked whether staff are assisting patrons who are waiting in line to return items, and Stephen Kight assured her that lines do not occur often, and staff can come over to assist them or can check items in for them at the desk.

The third request was to commit \$100,000 to replace the library system's Nortel phone system with a voice over IP (VOIP) phone system. Vendors who can repair this system are hard to find, replacement parts are no longer made, and repairs can be expensive. Mr. McDaniel said he would like to set aside \$100,000 and apply for a 50% match from the State. Staff answered questions from Board members about current capabilities, infrastructure, and implementation. Ms. McGruder observed that at some point the current system would fail, and we need to be prepared.

Bob Keller moved to approve the three proposed commitments of fund balances as presented in the Board packet:

- Commit \$10,000 in fund balance for future Forsyth Reads Together events.
- Commit \$50,000 in fund balance to upgrade the automated materials handling system (AMH) at the Sharon Forks Library.
- Commit \$100,000 in fund balance for phone system replacement.

Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

**Discussion of proposed uses of fund balance**

Jon McDaniel reviewed staff recommendations for five proposed uses of savings from FY 2015. The savings of \$78,465.12 occurred mostly in Personnel.

The first recommendation was to use \$18,200 to purchase Materials in three collections, including newly published encyclopedias, Adult Books on CD, and OverDrive eBooks.

The second recommendation was to use \$15,000 to repair the Hampton Park Library parking lot, which is experiencing cracking due to a high water table. Work would involve digging up the cracked areas, resurfacing, resealing, and restriping.

The third recommendation was to use \$16,000 to replace the folding divider wall in the meeting room at the Cumming Library. The existing wall is 23 years old and is costly to repair. It consists of three heavy pieces and can pinch fingers when staff are trying to manipulate it. Staff recommend replacing it with a newer, lighter-weight wall.

The fourth recommendation was to use \$12,100 to add six computers to the teen area at the Cumming Library. This will better support the group projects often done by teens, and help reduce disruption to other computer users in the adult area.

The fifth recommendation was to use \$17,100 to replace the public computers at the Hampton Park Library, which are almost 6 years old. For the past two years state grants were available to replace computers at the Sharon Forks and Cumming libraries, but this year no state funds are available. The new computers would include the larger 23" monitors that are used at the other branches. Holly Barfield answered questions from Tim Plotner about software licensing on these computers, and whether there might be a move from PCs to tablets. Mr. Plotner expressed interest in a transition to virtual technology, citing increased efficiency and flexibility.

Mary Helen McGruder complimented the staff on a job well done, stating that this a good list of recommendations. Mr. Plotner said he appreciated that all of the recommendations were patron-facing (new materials, new computers), and these were good choices.

Tim Plotner made a motion to approve the five proposed uses of fund balance as presented in the Board packet:

- Use \$18,200 in fund balance for the purpose of supplementing the Materials budget in three popular areas. Approval to increase Materials expenses by \$18,200.
- Use \$15,000 in fund balance for the purpose of repairing the rear parking lot at the Hampton Park Library. Approval to increase Operations expenses by \$15,000.
- Use \$16,000 in fund balance for the purpose of replacing the meeting room folding wall at the Cumming Library. Approval to increase Operations expenses by \$16,000.
- Use \$12,100 in fund balance for the purpose of purchasing computers for the teen area at the Cumming Library. Approval to increase Operations expenses by 12,100.
- Use \$17,100 in fund balance for the purpose of replacing public computers at the Hampton Park Library. Approval to increase Operations expenses by 17,100

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

**Discussion of Fiscal Year 2016 budget adjustments**

Jon McDaniel asked the Board to approve a \$6,000 grant received from the Forsyth County Arts Alliance Fund at the North Georgia Community Foundation. This will fund a portion of Kathryn Stockett's speaker's fee for the Forsyth Reads Together event on September 15<sup>th</sup>. Mary Helen McGruder commented on the success of this event. She noted that this year's format of a pre-event reception worked very well (as opposed to a pre-event dinner). She said it allowed for greater participation and would be a good format to use for future events.

Motion was made by Bob Keller to increase Other revenues and Operations expenses by \$6,000 to reflect a grant from the Forsyth County Arts Alliance Fund at the North Georgia Community Foundation. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

**Other Business:**

**Library Financial Report for July 2015**

Anna Lyle was not at this meeting to present the financial report for the period ending July 31, 2015. However, Board members felt that the information in their Board packets provided sufficient explanation, and there were no questions.

**Update on Sharon Forks Library construction project**

Jon McDaniel said that in future meetings Anna Lyle would provide updates on the Sharon Forks Library project under "Other Business." Board members felt that the information in their Board packets provided sufficient information at this point, and there were no questions.

**July/August 2015 Library Activities Reports**

Steve Kight pointed out an increase in study room use, especially at the Post Road Library. Jean Bowline and Kristin Morrissey were impressed with the use of study rooms at the Hampton Park Library. Ms. Bowline also noted the increase in volunteer hours. Mr. Kight said that the AWE Early Literacy Stations paid for in part by the FCPL Friends and Advocates had arrived and would be set up in the near future. He reported that the OverDrive bus would be visiting the Cumming Library on Tuesday, October 20<sup>th</sup> to promote OverDrive services. Tim Plotner asked how the OverDrive event would be advertised. He praised the library's practice of promoting programs through Facebook, and Kristin Morrissey agreed, saying that it was easy to send posts to friends. Mr. Kight commented on the "Beyond Rosie: Women in World War II" exhibit presented in partnership with Kennesaw State University at the Post Road Library in October.

Ms. Morrissey commented on the volume of information questions, and asked how these questions were tracked. Denise Leeson, Branch Manager at the Cumming Library, explained that staff use clickers that are located at each desk. Questions can run the gamut, including questions about computer equipment, databases, using an iPad, using OverDrive, and much more, so staff must know quite a bit about everything. She said that a quiet day can have 140 questions, and a busy summer day can easily have 200 questions.

Mary Helen McGruder congratulated the staff on a great Forsyth Reads Together event on September 15<sup>th</sup>, and commended Laura Bradley, Program Manager, for doing a good job. She said that this was a great event and set a high standard.

**Closed session for the purpose of discussing personnel-related matters**

Motion was made by Kristin Morrissey to go into closed session to discuss personnel-related matters as described in O.C.G.A. §50-14-3(b)(2). Tim Plotner 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 Bob Keller 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, November 16, 2015 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.