



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

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 16, 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. Kayla Robins with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Ms. McGruder said that she would like to add an agenda item to discuss the Library Board's position on the allocation of Library Impact Fees. There was general agreement to add the item before Other Business.

### **Approval of November 16, 2015 Library Board meeting minutes**

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

### **Discussion of Library's Fiscal Year 2015 audit**

Anna Lyle, Assistant Director for Support Services, said that this year's audit had required the auditors to focus on proper reporting of pension liability relating to the Teachers Retirement System (TRS) of Georgia under the new GASB 68 (Governmental Accounting Standards Board Statement #68). The FY2015 audit resulted in no findings or management points. Board members commended library staff for their work year-round in managing library finances.

Motion was made by Mary Helen McGruder to approve the Library's Fiscal Year 2015 audit as presented. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

### **Authorization of signature authority for new Library Director**

Anna Lyle explained that the Georgia Public Library Service (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 designated authority to Jon McDaniel at the July 20, 2015 Board meeting. With Mr. McDaniel retiring as of December 18, 2015, signature authority will be needed for the new director, Anna Lyle, who will assume the position as of December 19, 2015. To ensure a smooth transition, staff recommend that signature authority be designated to Anna Lyle effective December 1, 2015.

Motion was made by Jean Bowline to give signature authority for all contracts and other documents to Anna Lyle, effective December 1, 2015. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Authorization to dispose of capital asset #000241**

Anna Lyle reported on the status of the original main circulation desk from the Sharon Forks Library, which was removed and altered in 2012 when the library system converted to a one-desk model. The desk cannot be used in the upcoming renovation project and has no further use. Kristin Morrissey asked whether it was sellable, and Jon McDaniel said that it would be labor-intensive to restore it to a usable condition and not worth the cost.

Motion was made by Tim Plotner to dispose of capital asset #000241, main circulation desk, Sharon Forks Library. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

**Discussion of allocation of Library Impact Fees collected by Forsyth County Government**

Mary Helen McGruder commented on the recent study of impact fees collected by Forsyth County and the question of whether fees for libraries should be allocated on a county-wide basis or divided on a north-south split as they are currently. She reported that Jon McDaniel and Anna Lyle feel that the library system would be better served under a county-wide approach. Mr. McDaniel said that he had asked Ms. McGruder to speak on behalf of the library at an upcoming public hearing regarding proposed changes to the impact fee ordinance. Ms. McGruder said she only wished to do so if the Library Board of Trustees as a group made a recommendation for her to speak in favor of the county-wide allocation. She said that when a new library is built it relieves the library usage in other areas of the county, and improves the library system on a county-wide basis.

Anna Lyle explained that impact fees sunset six years after collection. The funds must be used on capital items related to population growth. To use the funds under the current system, there would need to be a new building constructed in both north Forsyth and south Forsyth every 6 years. This is unrealistic; it usually takes 10-12 years to plan, fund, design, build, and complete a project. In the future, the library does not expect to conduct major projects at the same pace it has in the past. The library's position is that any service location in the county helps the whole county. The library system would better serve the community if the ordinance allowed flexibility to use impact fees in any area of the county.

Ms. McGruder said she would like to recommend on behalf of the Library Board that fees be allocated county-wide, and not split between areas. Discussion ensued among the Board members. Board members were generally supportive of this specific aspect of the proposed changes in the impact fee ordinance. Tim Plotner and Kristin Morrissey stated that they would have preferred to have more time to make the decision.

Motion was made by Tim Plotner to authorize Mary Helen McGruder to speak on behalf of the Library Board of Trustees in favor of a County-wide impact fee structure as opposed to a north-

south split. Bob Keller seconded the motion. The motion carried, with four Board members in favor (Bowline, Keller, McGruder, and Plotner) and one Board member abstaining (Morrissey).

**Other Business:**

**Library Financial Report for September 2015**

Anna Lyle presented the financial report for the period ending September 30, 2015. She stated that expenses are where they should be at this point in the financial year.

In terms of the Post Road Construction Project Report, Ms. Lyle reported that an encumbrance had been added under general construction for a speed bump in the Post Road parking lot. Materials purchases would continue until no funds remain in the Post Road budget. \$100,000 in Materials purchases are planned for Fiscal Year 2016.

**Update on Sharon Forks Library construction project**

Anna Lyle provided a status report on the Sharon Forks Library construction project. She reported that the preliminary designs reflect a possible expansion of about 18,000 square feet, as compared to the originally anticipated 14,000 square feet. Jon McDaniel reported that the current plans place the building one foot over the setback line, and correcting this could reduce the design by 500 square feet. The project includes a significant increase in the size of the meeting room and the children's, juvenile, and teen areas, as well as study rooms and a hot spot. Increasing the meeting room size would require placement in the new part of the building to not be interrupted with columns. This would affect placement of the building entrance, which would then face Old Atlanta Road. The distance between the internal and external book drops is presenting a challenge in terms of the size and placement of the automated materials handler. Another challenge is the increase in cost as the area with raised flooring becomes larger (such as to handle the hot spot). Priorities will be identified as pricing scenarios become available.

**September/October 2015 Library Activities Reports**

Steve Kight distributed several photos of patrons and children enjoying recent library events. Board members asked about the volume of programs, and Jon McDaniel said that a plateau had been reached and staff were handling the maximum that they could. Mr. Kight pointed out that although the number of programs had increased only 3% in October, attendance had increased by 37%.

Mary Helen McGruder acknowledged that this would be Jon McDaniel's last Board meeting before his retirement on December 18, 2015. She thanked him for his contributions to the Forsyth County Public Library, saying that it would not be where it is today without his direction, and she wished him well in his retirement.

**Closed session for the purpose of future land acquisition**

Motion was made by Bob Keller to go into closed session to discuss future acquisition of real estate as described in O.C.G.A. §50-14-3(b)(1). Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Motion was made by Tim Plotner to return to open session. Kristin Morrissey 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 Tuesday, January 19, 2016 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.