



## **Forsyth County Public Library Board of Trustees Minutes from January 19, 2016 Meeting**

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 19, 2016. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Kristin Morrissey. Tim Plotner was absent. Also present were Anna Lyle (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.

Ms. McGruder welcomed Anna Lyle as the new Director of the Forsyth County Public Library.

### **Approval of November 19, 2015 Library Board meeting minutes**

Motion was made by Bob Keller to approve the minutes of the November 19, 2015 meeting. Jean Bowline seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, Morrissey) and one member absent (Plotner).

### **Discussion of proposed revision to Circulation of Library Materials policy**

Anna Lyle explained a proposed change to the Library's policy on Circulation of Library Materials. The Library was presented with an opportunity to partner with Forsyth County Schools to offer library cards to every public school student in the county, beginning with the 2016-17 school year. When parents register their children for school, they would be asked if they would like to register their child for a library card, and would authorize appropriate information to be shared with the Library. The Library would generate a library card account using the student's school ID number, and students would have access to the Library's many online resources. This collaborative effort would result in thousands of new library cards, and would open the door for thousands of young members of the community to benefit from the Library's resources and build a foundation of lifelong library use.

Ms. Lyle presented a proposed revision to the Library's policy on Circulation of Library Materials that would allow free library cards to be offered to students and employees of Forsyth County Schools. Without this change, some students would be left out due to living outside the county. As a result, staff are recommending a broad revision to the policy that would allow free library cards to be offered to students and employees of any educational institution (public or private) in Forsyth County. However, in the event the Board was not comfortable with the broad exception proposed, a second option was presented that would allow free cards to be given to all Forsyth County School students.

Mary Helen McGruder said that the recommended revision was consistent with the Library's partnerships with county schools. Bob Keller commented that the staff's preferred proposal would simplify the qualifications for a free card, and using the school ID number would also keep the process simple. Kristin Morrissey commented on the schools' strict confidentiality laws, and asked whether the school staff were comfortable with releasing student information to the Library. Stephen Kight, Assistant Director for Public Services, confirmed that this had been discussed with FCS staff; the registration process will require parents to authorize FCS to share information with the Library.

Motion was made by Bob Keller to approve Version #1 of the revised Circulation of Library Materials policy, effective January 25, 2016. Jean Bowline seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, Morrissey) and one member absent (Plotner).

### **Discussion of proposed Fiscal Year 2016 budget adjustments**

Anna Lyle asked the Board to approve two budget adjustments for Fiscal Year 2016. The first was an increase of \$26,750, which represents six months of the \$53,500 approved by the Board of Commissioners in November 2015 to hire 5 additional 15-hour positions to meet increased activity levels. The second adjustment was an increase of \$51,800, which represents six months of the \$103,600 recently approved by the Board of Commissioners to fund a 3% merit increase for eligible Library staff.

Motion was made by Kristin Morrissey to approve the following motions:

- Increase Forsyth County revenues and Personnel expenses by \$26,750 to reflect an increase in funding from Forsyth County Government for Calendar Year 2016.
- Increase Forsyth County revenues and Personnel expenses by \$51,800 to reflect award of 3% merit increase for eligible staff.

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

### **Other Business:**

#### **Library Financial Report for November 2015**

Anna Lyle presented the financial report for the period ending November 30, 2015. She explained notable variances and said that both revenues and expenses are where they should be at this point in the financial year.

In terms of the financial report for the Post Road Library project, Ms. Lyle reported that a restroom in the basement of Post Road Library was being considered due to frequent basement use by the FCPL Friends & Advocates.

Mary Helen McGruder asked about the status of the Hampton Park art project, and Anna Lyle gave a brief update, indicating that the artwork should be installed in March.

**Update on Sharon Forks Library construction project**

Anna Lyle provided a status report on the Sharon Forks Library construction project. She said the project was shifting from the schematic design phase and details were being worked out. A major challenge continued to be joining the automated materials handler's internal and external intakes. She said that the preliminary quote for an integrated system would exceed budget, and consideration was being given to two systems. Another challenge is working with the current orange-colored stained wood. The interior designer is considering using a Shaker-inspired theme and incorporating a variety of woods in order for the orange tone to blend in.

Kristin Morrissey and Mary Helen McGruder said that the current diagram completely changed the perspective and gave the library a whole new look, and they liked it. Ms. Morrissey asked for an electronic copy of the floor plan. Anna Lyle clarified that at this point the designers are including everything being asked for, but financial considerations may not allow for everything. Ms. Morrissey said she liked the study rooms and teen area. Ms. Morrissey asked whether patrons could come in the front entrance to use the big meeting room and be isolated from the rest of the library, and Ms. Lyle confirmed this. However, Ms. Lyle noted that the children's area will include a gathering place or "holding area" for patrons waiting for programs to open. Ms. Morrissey said that this was a really good idea.

Ms. Lyle said that currently the estimated timeframe for the project was to start construction in Summer 2016 and to open in Summer 2017.

**November/December 2015 Library activities reports**

Steve Kight distributed several photos of adults and children enjoying recent library events. He answered questions from Board members about statistics for program activities, use of library services, and study rooms. Ms. Morrissey commented on the high use of Interlibrary Loan services. Linda Kelly, Assistant Director for Materials, said that FCPL is fortunate to be able to fill our patrons' needs in a timely manner with materials from libraries all over the country through Interlibrary Loan. On the other hand, many of the lending requests received from other libraries (typically within Georgia) cannot be filled because FCPL has such a high circulating collection that requested materials are already checked out and are not available to loan.

**Update on Information Technology activities**

Holly Barfield, Assistant Director for Information Technology, told Board members that Polaris Library Systems, which provides the Library's "Polaris" integrated library system (ILS), was acquired by Innovative Interfaces in 2014. Innovative also sells a competing product, Sierra. The Polaris ILS is the backbone of most of the products used by the Library. Ms. Barfield reported that the Library is still receiving excellent service and is happy with the features. A key concern is the possibility of Polaris being phased out in favor of Sierra. Ms. Barfield serves on the Steering Committee for the merger of the Polaris Users Group and the Innovative User Group, and stays alert for any possible changes in future support for the Polaris product. Board members asked questions about other products and vendors in the market, and Ms. Barfield described potential options and considerations for the future. Anna Lyle stated that, although the Library is

currently happy with the Polaris system, there is concern that the annual maintenance costs under Innovative may increase significantly.

**Other updates**

Anna Lyle told the Board that she had been selected by the Georgia Public Library Service (GPLS) to participate in two events in 2016. The first is in February and involves two days of training on the Rapid Results Planning process by Library Strategies. This Train the Trainer program will focus on intense strategic planning, and the expenses will be paid by GPLS. The second is in September and involves attending a small, intense conference held by the Research Institute for Public Libraries. This opportunity will also be funded by GPLS.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be March 21, 2016 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.