



Forsyth County Public Library Board of Trustees Minutes from May 16, 2016 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 16, 2016. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Also present were Anna Lyle (Director), Holly Barfield, Linda Kelly, Stephen Kight, and other staff members. Joe Alcock and Elisa Walker with McMillan Pazdan Smith Architecture were also present.

Mary Helen McGruder called the meeting to order.

Approval of March 21, 2016 Library Board meeting minutes

Motion was made by Bob Keller to approve the minutes of the March 21, 2016 meeting. Jean Bowline seconded the motion. The motion carried unanimously, with all Board members present.

Presentation by McMillan Pazdan Smith design team regarding the Sharon Forks Library expansion and repurposing project

Joe Alcock (architect) and Elisa Walker (interior designer) of McMillan Pazdan Smith Architecture provided an update regarding the building design and plans for interior finishes for the Sharon Forks Library expansion and repurposing project. Mr. Alcock explained slides of site plans and floor plans, pointing out new and existing portions of the building. There was general discussion regarding parking spaces, traffic flow, the automated materials handling system, the underground water retention system, exterior windows, and the construction timetable. Board members commented that the transformation of the library will be more dramatic than they originally expected.

Continuing with the presentation, Ms. Walker explained slides that showed how existing furniture and shelving would be reused. She then directed Board members' attention to samples of the proposed new carpet selections, tiles, and finishes. Samples of existing furniture and woodwork were provided for context. Board members were complimentary of the recommended selections and asked questions about the various materials proposed.

Anna Lyle asked if Board members had any concerns about the project thus far. Tim Plotner said that he would like to see the collection size increase by more than 20%. Ms. Lyle clarified that 20% is the total increase in shelving and that some collections will increase more than others. Linda Kelly, Assistant Director for Materials Services, stated that there will be a significant increase in the children's collection, where an increase is most critical. Bob Keller

asked about the status of a quiet room with magazines. Pointing out the relevant part of the floor plan, Ms. Lyle clarified that there will be a quiet room, but that the magazines will be shelved immediately outside of that room. Mr. Plotner asked if the circular enclosure for the teen area complicates the design. Mr. Alcock said that the design feature is not complicated, as the “curved wall” is actually made of segmented straight walls.

Discussion of Library Board’s Fiscal Year 2017 Schedule of Meetings

Anna Lyle presented the proposed meeting schedule for FY2017, which reflects a meeting on the third Monday of alternating months. The week of the Martin Luther King, Jr. holiday is an exception, with the meeting date proposed for the Tuesday following the holiday. Ms. Lyle noted that November 21, 2016 is the Monday before Thanksgiving and Board members chose to reschedule that meeting to November 14, 2016.

Motion was made by Kristin Morrissey to approve the Fiscal Year 2017 Library Board Meeting Schedule as presented, with the exception of changing November 21, 2016 to November 14, 2016. Bob Keller seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of Revised Memorandum of Agreement between Forsyth County Public Library and Forsyth County, GA

Anna Lyle requested Board approval for a revised Memorandum of Agreement with Forsyth County. The revision was initiated by Forsyth County and includes new language regarding the Library’s participation in the County’s Loss Prevention Program. Ms. Lyle added that the Board of Commissioners had also approved a Resolution “ratifying and amending the Organizational Structure of the Forsyth County Public Library.” Ms. Lyle said that the Resolution does not require Library Board approval, but noted that it does include language requested by Ms. Lyle that the Commissioners will not appoint current or former FCPL staff to the Library Board. In response to a question from Bob Keller, Ms. Lyle explained that this request was made to avoid potential conflicts of interest and confusion of Board and staff roles (e.g., Board involvement in day-to-day operations).

Motion was made by Jean Bowline to approve the revised Memorandum of Understanding between Forsyth County and the Forsyth County Public Library, as approved by the Forsyth County Board of Commissioners on May 5, 2016. Kristin Morrissey seconded the motion. The motion carried unanimously, with all Board members present.

Discussion of proposed Fiscal Year 2016 budget adjustments

Anna Lyle asked the Board to approve four budget adjustments for Fiscal Year 2016. Two were related to State funding. Due to savings in its budget, the Georgia Public Library Service (GPLS) has provided additional System Services Grant (SSG) funds to libraries state-wide. SSG funding can be used for any budget category. Ms. Lyle recommended using the additional \$12,065.13 for Materials purchases, specifically Easy and Juvenile items.

Ms. Lyle explained that the second adjustment is for a Major Repair and Renovation (MRR) grant from GPLS for replacement of the automatic doors at the Cumming Library. The estimated amount of this matching grant is \$9,231.20, one half of the repair estimate received at the time of the grant application. Ms. Lyle requested that the Board motion include flexibility to adjust the amount as needed to reflect the actual cost and resulting reimbursement from GPLS.

Ms. Lyle explained that the third proposed adjustment is a correction of a previous adjustment from July 2015. At that time the budget was adjusted for 12 months of a 2.2% COLA increase from Forsyth County. However, because the pay increase was retroactive to January 1, 2015, the adjustment should have been for 18 months instead of 12 months. The difference to be added to budgeted revenues and Personnel expenses is \$38,650.

For the fourth adjustment, Ms. Lyle requested Board approval to transfer \$55,000 in Operations savings to the Materials budget. The primary source of the Operations savings is Communications, as that line is budgeted in full, but reimbursements have been received through E-Rate and GPLS.

Motion was made by Bob Keller to approve the following budget adjustments:

- Increase State revenues and Materials expenses by \$12,065.13 to reflect additional year-end System Services Grant (SSG) funds.
- Increase State revenues and Operations expenses by \$9,231.20 to reflect a Major Repair and Renovation (MRR) Grant. Authorize staff to adjust amount as needed to reflect actual project cost and State reimbursement.
- Increase County revenues and Personnel expenses by \$38,650 to correct the 7/20/15 amendment for an increase in County funding (2.2% COLA).
- Transfer \$55,000 in Operations savings to Materials expenses.

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

Discussion of Georgia Public Library Service ZBB [zero-based budget] Formula Information Sheet & Budget Plan (FY2017)

Anna Lyle requested Board approval for a budget form required by the Georgia Public Library Service (GPLS). GPLS requires that Library Board approval of the completed form be documented in Library Board minutes. This form indicates how FCPL plans to spend the anticipated \$385,011 in FY2017 State funding. This amount reflects a \$63,253 increase over the \$321,758 received in FY2016 and budgeted for FY2017. The increase is primarily due to a \$.25 per capita Materials grant that is new for FY2017.

Motion was made by Jean Bowline to approve the FY2017 Georgia Public Library Service ZBB Formula Information Sheet and Budget Plan, as presented by staff. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

Other Business:

Library Financial Report for March 2016

Anna Lyle presented the financial report for the period ending March 31, 2016. She noted that savings in some Operations lines will be transferred to other Operations lines before the end of the fiscal year. Jean Bowline said she was glad that funds had become available to allow staff to attend professional conferences, as such experiences are invaluable. Kristin Morrissey asked if an increase in the employer share of health insurance premiums is expected. Ms. Lyle indicated that staff had budgeted for an increase, but that no increase has been announced by the State Health Benefit Plan.

Ms. Lyle also provided a brief summary of her meeting with the County's Finance Committee the previous week. Highlights included the Library's request for the release of \$127,000 reserved in the County's 2016 budget for implementation of the Library's salary study, as well as a \$70,000 increase in the Materials budget for 2017.

March/April 2016 Library activities reports

Steve Kight, Assistant Director for Public Services, shared that the library card project with Forsyth County Schools has involved an import of 2,000 records so far, but that over 10,000 additional records are expected. Mr. Kight said that the Summer Reading Program begins on May 27th, with kick-off carnivals taking place the following week. The Sharon Forks and Post Road locations will have a combined carnival at the Forsyth Conference Center. Mary Helen McGruder commented that she was pleased to already see promotions of the Dennis Lehane (*Mystic River*) event scheduled for September.

Mary Helen McGruder mentioned that Anna Lyle had written a letter to Commissioner Mills regarding complaints from patrons and observations from staff regarding cars speeding on Settingdown Road. This issue had recently been raised to Commissioner Mills by residents at a Hampton Park homeowners' association meeting.

Motion was made by Kristin Morrissey to adjourn the meeting. Tim Plotner 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 July 18, 2016 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.