



Forsyth County Public Library Board of Trustees Minutes from July 18, 2016 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 18, 2016. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, and Tim Plotner. Jean Bowline and Kristin Morrissey were 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.

Approval of May 16, 2016 Library Board meeting minutes

Motion was made by Tim Plotner to approve the minutes of the May 16, 2016 meeting. Bob Keller seconded the motion. The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2017 Application for State Aid

Anna Lyle 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 Mary Helen McGruder 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*. Bob Keller seconded the motion. The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

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

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 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 Anna Lyle, who holds the position of Director. Bob Keller seconded the motion.

The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

Discussion of proposed revision to Fund Balance Policy

Anna Lyle explained the proposed revisions to the Library's Fund Balance Policy. She reviewed the purpose of fund balance and explained that earlier versions of the policy were based on pre-recession recommendations by the Government Finance Officers Association (GFOA), which said that "unreserved" fund balance should be no less than 5% to 15% of regular general fund operating revenues, or one to two months (8% to 17%) of expenditures. The GFOA's 2015 recommendations are that "unrestricted" fund balance should be no less than two months (17%) of regular general fund operating revenues or expenditures. Ms. Lyle said that the proposed revised policy would focus on "unassigned" rather than "unrestricted" fund balance, which is an option provided by the GFOA.

Motion was made by Bob Keller to approve the revised Fund Balance Policy, effective immediately. Tim Plotner seconded the motion. The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

Discussion of proposed revision to Budget Policy

Anna Lyle presented proposed revisions to the Library's Budget Policy, explaining that most of the revisions pertained to capital (i.e., construction) budgets.

First, Ms. Lyle pointed out that in the past the Library Board has been presented with financial reports regarding capital budgets, but has not had a role in approving the budgets themselves. Although there are no choices to be made when receiving state construction grants, there are decisions in how the funds are allocated. Due to the fiduciary role of the Board and the level of funds involved, she felt that the Board should have a larger role in capital budgets and be officially aware of allocation of funds. The revised Budget Policy proposed that the Board have fiduciary responsibility for approving capital budgets and any amendments impacting the bottom line, with the Director having the flexibility to move funds within the budget.

Tim Plotner said that he agreed with the intent of the proposed policy, but found it confusing to differentiate what applied to fiscal budgets versus capital budgets. The policy will be rewritten with two distinct sections (fiscal/operations budget and capital budget), and the revised policy will be presented at the next Board meeting.

Discussion of construction budget for the Sharon Forks Library expansion and repurposing project

Ms. Lyle discussed the impact fees available for use in the Sharon Forks expansion and repurposing project. She presented two scenarios for impact fee revenue for 2016, including a conservative estimate of \$300,000 as well as a more realistic estimate of \$400,000. She said that, while both estimates showed funds available to move to the Materials budget, her focus was to get as much square footage out of this expansion project as possible, and that purchases of materials, furniture, and equipment could be made later. Mr. Plotner agreed with

this approach, saying that while he favors a conservative approach and his priority is always on materials, this building expansion was more important and the focus should be on square footage.

Motion was made by Mary Helen McGruder to approve the construction budget for the Sharon Forks Library expansion and repurposing project, as presented by staff. Tim Plotner seconded the motion. The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

Discussion of proposed Fiscal Year 2016 budget adjustments

Anna Lyle requested Board approval for two adjustments to the FY2016 budget, which ended on June 30th.

First, the FY2016 donation from the FCPL Friends and Advocates included \$3,500 for a portion of the speaker's fee for the 2016 Forsyth Reads Together (FRT) event. Unlike previous events, no deposit was required and the entire speaker's fee will be paid in FY2017. Ms. Lyle requested that the donation be deferred to FY2017.

The second request was to reverse an adjustment made 5/16/16 (i.e., increased State revenues and Operations expenses by \$9,231.20 to reflect a State Major Repair and Renovation [MRR] Grant to install new automatic doors at the Cumming Library). Despite vendor assurances that the work would be completed prior to the end of FY2016, the work has not been done and so it is not eligible for FY2016 MRR funds. The Library did not want to cancel the order, as the automatic doors badly need replacement. Fortunately, Georgia Public Library Service (GPLS) has agreed to reimburse FCPL for 50% of the cost in FY2017.

Motion was made by Bob Keller to approve the following adjustments to the FY2016 budget:

- Reduce Other revenues and Operations expenses by \$3,500 to defer to FY2017 the donation from the FCPL Friends and Advocates for the September 2016 Forsyth Reads Together author event.
- Reverse 5/16/16 budget adjustment for the State MRR grant of \$9,231. The approved project was not completed before fiscal year end and is not eligible for FY2016 State funds.

Tim Plotner seconded the motion. The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

Discussion of proposed Fiscal Year 2017 budget adjustments

Anna Lyle requested Board approval for seven adjustments to the FY2017 budget. The first was to carry forward to Fiscal Year 2017 Materials encumbrances totaling \$1,656.45 for items ordered but not received at June 30, 2016. Governmental accounting standards require that items be paid for in the fiscal year in which they are received. Approval was requested to increase expenditures in Materials by \$1,656.45 so the amounts previously budgeted for FY2017 could be spent on current year purchases. This amount would otherwise roll into fund equity (savings) when FY2016 is closed.

The second adjustment involved Operations encumbrances as a result of two vendors failing to deliver items before the end of the fiscal year as promised. One involved installation of replacement doors for the Cumming Library (as described in the previous agenda item). Staff requested that funds intended for the Library's share of the project (\$7,620) be carried over to FY2017 rather than rolling into fund equity. The second situation involved 15 desk chairs ordered for Materials staff (\$5,343.45). Board approval was requested to carry forward \$12,963.45 in Operations encumbrances from FY2016.

The third requested adjustment was for a FY2017 MRR grant for replacement of the automatic doors at the Cumming Library, as discussed in the previous agenda item. The grant was for 50% (\$7,620) of the cost of the project. Ms. Lyle noted that the FY2017 MRR amount is less than the FY2016 amount because the actual cost of the work was less than the estimate used to apply for the original MRR grant.

The fourth adjustment was to reflect a \$3,500 donation from the FCPL Friends and Advocates received in FY2016 as deferred revenue for FY2017. This \$3,500 was for a portion of the speaker's fee for the Forsyth Reads Together author event.

The fifth adjustment was to reflect the most current information about State grants. The FY2017 State budget included \$.25 per capita for Materials purchases, which resulted in \$56,839 in State Materials funding for FCPL. There was also a \$6,414 increase in the Personnel grant due to adjustments in the base pay provided for the three state-funded positions.

The FY2017 State budget also included \$2,000,000 in technology-related MRR funding, and FCPL's portion of this was \$26,972. As with past technology-related grants, the funds must directly benefit patrons and may not be used for infrastructure. Staff were working to determine the best use of these funds.

The final adjustment was for a \$127,000 increase from Forsyth County that covers pay increases and associated benefits for specific positions following completion of the Library's salary study.

Motion was made by Tim Plotner to approve the following adjustments to the FY2017 budget:

- Carry forward \$1,656.45 in Materials encumbrances from FY2016.
- Carry forward \$12,963.45 in Operations encumbrances from FY2016 (furniture for administrative offices and entrance doors for the Cumming Library).
- Increase State revenues and Operations expenses by \$7,620 to reflect State MRR grant for entrance doors for the Cumming Library.
- Increase Other revenues and Operations expenses by \$3,500 to reflect a donation from the FCPL Friends & Advocates for the September 2016 Forsyth Reads Together author event. These funds were received in FY2016 and deferred until FY2017.
- Adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes a Personnel increase of \$6,414 and a Materials grant of \$56,839. Approval to increase Personnel expenses by \$6,414 and Materials expenses by \$56,839.
- Increase State revenues and Operations expenses by \$26,971.77 to reflect the FY2017 State MRR Technology grant.

- Increase Forsyth County revenues and Personnel expenses by \$127,000 to fund pay increases resulting from Library's salary study.

Bob Keller seconded the motion. The motion carried with three Board members in favor (McGruder, Keller, Plotner) and two members absent (Bowline, Morrissey).

Other Business:

Library Financial Report for May 2016

Anna Lyle presented the financial report for the period ending May 31, 2016. She said that revenues and expenses are where they tend to be at this point in the financial year. There were no questions.

Update on Sharon Forks Library construction project

Anna Lyle reviewed the current construction schedule for the Sharon Forks Library construction project. The RFP will be posted the week of July 25, 2016, with proposals due on September 1, 2016. Recommendations would be presented to the Library Board for approval on September 19, 2016, and forwarded to the Forsyth County Board of Commissioners for consideration at the September 27 work session or the October 6 regular session. Construction was expected to take about one year. Plans include constructing the new portion of the building, then moving existing library operations into the new building space while the existing space is renovated. In response to Board members' questions, Ms. Lyle estimated a 12-month period of construction interruptions, with the library closing for three weeks to move existing operations into the new section, and for two more weeks to move into the remodeled space and open the entire library to the public. She said the team came up with a creative approach to provide continuous service during construction by setting up a temporary service desk and staff workspace in the new meeting room.

Ms. Lyle presented a new drawing of the façade of the new library, and the Board members indicated that they liked the new façade.

Update on Information Technology activities

Holly Barfield, Assistant Director for Information Technology, discussed plans for the automated materials handling system at the Sharon Forks Library. A number of options had been considered, with the challenge of connecting the internal intake units with the exterior drive-through. After exploring all available options, the decision was made to use two separate systems, which would allow re-use of existing equipment as well as redundancy in case one system were down. Mr. Plotner asked about the noise level, and Ms. Barfield said that the noise should not be bad as it only occurs when items drop into bins, which is the current situation.

Ms. Barfield explained plans to include Chromeboxes as a less expensive option for patrons primarily interested in web surfing, as compared to the traditional laptop and desktop computers that will continue to be available to provide additional software programs. She also explained plans for collaborative learning areas, including one in

the Teen Room where students could work on group projects at a café-height table with one large display or video wall.

May/June 2016 Library activities reports

Steve Kight reviewed the public services activities for fiscal year-end 2016. He said that in FY2016 the library system had almost 2.5 million check-outs, and the Sharon Forks Library alone had surpassed 1 million check-outs. Program attendance had reached a record of over 100,000 attendees. He reported that this year's Summer Reading Program was expected to reach 6,000 participants, as compared to 3,500 in 2012. He reported that the Forsyth County Schools project had resulted in 136 new library cards for students so far, and 2,000 students have online access (but no card). He said that a data export in two weeks was expected to result in a huge increase in new cards.

Bob Keller commented that when residents apply for new drivers licenses they are asked whether they want to register to vote, and he wondered whether they could also be asked if they want to register for a library card. Ms. Lyle said that when residents apply for library cards, library staff are also required to ask whether they want to register to vote, and she believed this was mandated by law. Staff will look into the question.

Mary Helen McGruder commented that the staff member who handles the library's Instagram page does a good job. She said it is very cleverly done and always catches her eye.

Mr. Kight updated the Board on the next author event at 7:00 p.m. on Tuesday, September 27, 2016, at the Forsyth Conference Center. The speaker will be Dennis Lehane, author of *Mystic River* and other novels, and the library will host some relevant programs such as a book discussion. Mr. Kight also reported that he and Laura Bradley, Program Manager, are on the committee for the University of North Georgia's (UNG) first Big Read initiative, which will take place in Fall 2017. Anna Lyle noted that, in order to avoid confusion, the Library would postpone its next Forsyth Reads Together program until Spring 2018.

Bob Keller asked whether other Board members had received a letter from a patron about digitizing the *Forsyth County News*. Other Board members said they had received the letter, but Ms. Lyle indicated that she had not received it. Ms. Lyle said that the Library is already exploring this possibility and plans to contact the *Forsyth County News* in the near future to discuss digitization.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, September 19, 2016 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.