



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

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 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, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, Bobby Williams, and other staff members. Isabel Hughes with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

### **Approval of July 18, 2016 Library Board meeting minutes**

A motion was made by Bob Keller to approve the minutes of the July 18, 2016 meeting. Jean Bowline seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

### **Election of Officers for FCPL Board of Trustees**

Mary Helen McGruder opened the floor for nominations for Board officers to serve a one-year term of office from September 19, 2016 to September 18, 2017.

Jean Bowline made a motion that the current officers remain the same (Chairman–Mary Helen McGruder; Vice-Chairman–Bob Keller; Secretary-Treasurer–Kristin Morrissey). Kristin Morrissey said that things run smoothly with the current Board arrangement. Bob Keller seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

### **Discussion of contract award for construction services for the Sharon Forks Library expansion and renovation project**

Anna Lyle explained that the Sharon Forks Library pricing proposals were listed in the Director's report. The cost of roof repairs had created a new consideration for the project. The RFP materials instructed contractors to include a \$20,000 allowance for repairs to the existing roof. After getting the scope of work from the roofing consultant, it became clear that the cost would be significantly higher. After meeting with the proposed general contractor, the architect, and County staff, Ms. Lyle recommends replacing the roof rather than repairing it. Although the cost of a new roof is partially offset by savings from other changes discussed with the general contractor, Ms. Lyle indicated that an additional \$160,000 in impact fees would need to be

added to the budget to cover the cost of construction. Discussion revealed that the current roof had many problems, with three separate contractors involved in its installation, and with no warranty. Bob Keller asked if one contractor would be doing all of the work, and Mary Helen McGruder wanted to know if there would be a warranty. Ms. Lyle assured them that one contractor would do all of the work and there would be a warranty. She explained that although the roof was not near an emergency situation yet, replacing the roof while the building was being expanded and renovated would be the best option.

Ms. Lyle then explained that the Sharon Forks project scoring team had reviewed the responses to the request for proposal (RFPs). While they considered many factors (such as business plan approach and proposed schedule of the project), experience and pricing were the most important factors. The scoring team recommended Cooper & Co. General Contractors, Inc. Ms. Lyle said that they are a local company and are currently doing work at West Forsyth High School. Ms. McGruder asked if the new roof was included in the contract amount, and Ms. Lyle stated that it was.

A motion was made by Kristin Morrissey to award the contract for construction services for the Sharon Forks Library expansion and renovation project to Cooper & Co. General Contractors, Inc., with a contract amount of \$5,078,000. Jean Bowline seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Next, Anna Lyle explained that to prevent the necessity of calling additional meetings when fast decisions must be made, she was requesting approval for the Director to have authority to approve change orders within the budgeted construction contingency. She stated that with a renovation there can be unforeseen issues that would need to be addressed quickly, and this procedure had been used in the past but never formally approved by the Board. Kristin Morrissey asked that Ms. Lyle keep Mary Helen McGruder informed in the event that a large issue needed to be addressed. Ms. Lyle agreed that this would be the case, and reassured the Board that such decisions were always made with input from other relevant parties, such as the architect, the library's Facilities and Construction Manager, and the County's Capital Projects Manager.

A motion was made by Mary Helen McGruder to give the Library Director the authority to negotiate future change orders (if applicable) with Cooper & Co. General Contractors, Inc. within the limits of the budgeted construction contingency. Bob Keller seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

### **Discussion of proposed revision to Budget Policy**

Anna Lyle explained that a revision to the Budget Policy had been presented at the last Board meeting. The revised policy proposed that the Board have fiduciary responsibility for approving capital budgets and any amendments, with the Director having flexibility to move funds within the budget. The Board had agreed with the intent of the policy but asked that the policy be reorganized to clearly differentiate between operating and capital budgets. She said that the draft presented at this meeting contained the same content as presented at the July meeting, but in a new format.

A motion was made by Bob Keller to approve the revised Budget Policy, effective September 19, 2016. Jean Bowline seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

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

Anna Lyle presented the Board with handouts showing an updated estimate of Impact Fees available for the Sharon Forks project. The estimate included adding \$160,000 in Impact Fees to the Sharon Forks project budget. Even the most conservative estimate showed that approximately \$200,000 would still be available for other uses during the project, even with the potential purchase of property on Fowler Road.

A motion was made by Mary Helen McGruder to approve the addition of \$160,000 in County (Impact Fees) revenues and Construction expenses to the construction budget for the Sharon Forks Library expansion and renovation project. Jean Bowline seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

Discussion then took place on an appropriate date to hold the groundbreaking ceremony for the Sharon Forks Library expansion and renovation project. The group agreed that a good date would be November 14, 2016, just before the Board meeting already scheduled for that date. Ms. Lyle said that she would speak with the County Commissioners and Senator Williams to see if this would be a good time for them.

**Discussion of adding Hindi and Mandarin Chinese materials to the library collection**

Anna Lyle explained the findings of a language survey conducted in March of 2016. The top 3 language choices for respondents were Hindi, Spanish, and Chinese Mandarin. Well over half of these respondents were patrons of the Sharon Forks Library. Ms. Lyle stated that there is definitely an interest in materials in languages other than English, and library staff would like to offer collections in other languages in conjunction with the Sharon Forks Library expansion. Ms. Lyle did not ask for a decision at this meeting, but asked for the Board's thoughts on these potential collections.

The Board showed great interest in the many languages listed and the potential for these new collections. Mary Helen McGruder stated that she was in favor of this idea and saw it as an inclusive move given the increasingly diverse community. Kristin Morrissey stated that among charter schools being established in the area, Chinese Mandarin speaking schools were at the top of the list. Ms. Morrissey was also very interested in when these collections could be established. Ms. Lyle stated that staff would begin ordering as soon as permission was given by the Board and funding established, but that shelf space will not be available until the end of the Sharon Forks project. Ms. McGruder and Ms. Morrissey both stated that it would be exciting to include new collections in the reopening of the Sharon Forks Library. Ms. McGruder said that the Board appeared to be in favor, but would wait until the November meeting when all Board members were in attendance for a vote.

### **Discussion of proposed Fiscal Year 2017 budget adjustments**

Two budget adjustments were presented for Board approval. Anna Lyle explained that the library had been awarded a donation of \$8,500 from the Forsyth County Arts Alliance Fund toward the speaker's fee for the Forsyth Reads Together event featuring Dennis Lehane on September 27<sup>th</sup>.

Ms. Lyle explained that the second adjustment, a \$15,000 Library Services and Technology Act mini-grant, required a quick turnaround so action had already been taken. The funds were used to purchase STEAM-related materials. Public Services staff will give the Board a demonstration of some of these STEAM materials at the November meeting.

A motion was made by Kristin Morrissey to approve the following adjustments to the FY2017 budget:

- *Approval to increase Other revenues and Operations expenses by \$8,500 to reflect a donation from the Forsyth County Arts Alliance towards the FY2017 Forsyth Reads Together event.*
- *Approval to increase Federal revenues and Operations expenses by \$15,000 to reflect an LSTA STEAM mini-grant.*

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

### **Authorization to dispose of capital asset #000081**

Anna Lyle explained that the multi-function device (MFD) at the Cumming Library, which was purchased in 2009, is in poor condition. The copy and print quality is declining, among many other major function issues. The equipment is fully depreciated. A replacement MFD will be purchased using the FY2017 State MRR Technology grant that was discussed at the July Board meeting.

A motion was made by Jean Bowline to approve the disposal of asset #000081 (Canon 3080 MFD with vend unit). Bob Keller seconded the motion. The motion carried with four Board members in favor (McGruder, Bowline, Keller, and Morrissey) and one member absent (Plotner).

### **Other Business:**

#### **Library Financial Report for August 2016**

Anna Lyle presented the financial report for the period ending August 31, 2016. She said that expenses are within budgeted amounts.

#### **July/August 2016 Library activities reports**

Steve Kight presented the public services activities for July/August 2016. Mr. Kight began by introducing Trina Schlecht, the new Library Trainer. He explained that she is responsible for training each new employee as well as current staff on any new products and expanding their current knowledge.

Mr. Kight mentioned that Staff Day is coming up on October 10<sup>th</sup>. He also mentioned the highly anticipated Forsyth Reads Together event featuring Dennis Lehane on September 27 at 7:00 p.m. at the Forsyth Conference Center. He said that there is a lot of excitement about this event and he expects a large crowd. He said plans are already in the works for next year's Forsyth Reads Together event and he is looking forward to being able to announce the details soon.

Mr. Kight also said that library staff are looking forward to Literacy Forsyth's annual Spell Check Live! on October 6<sup>th</sup> at 6:00 p.m. at the Forsyth Conference Center. The library staff team, consisting of Steve Kight, Jill Wagner, and Gabi Santangelo, will dress up as superheroes to compete.

Mr. Kight was pleased to tell the Board that a patron of the Sharon Forks branch had submitted a letter of praise to a "Why I Love My Library" contest held by the American Library Association. He read the letter which was filled with many words of praise for the Sharon Forks staff. Mary Helen McGruder said that she agreed, but added that if the patron visited our other libraries she would find the same there, too.

Kristin Morrissey asked when the meeting room at the Sharon Forks library would be closing to the public due to construction, and how people were being kept up to date on the construction project. Mr. Kight said the meeting room would close October 1<sup>st</sup>, and there would be a micro-website for information as well as emails, text blasts, and word of mouth. Ms. Morrissey suggested using Facebook and newsletters with photos to keep patrons informed of progress and excited about the expansion.

Ms. McGruder congratulated staff on the library's successful 20<sup>th</sup> Anniversary Party. Everyone agreed that it was well-attended.

### **Director Evaluation**

Ms. McGruder asked the Board if they were all comfortable continuing with the same format that had been used in the past for the evaluation of the Director. Everyone agreed.

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, and Morrissey) and one member absent (Plotner).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, November 14, 2016 at 4:00 p.m. at the Sharon Forks Library, 2820 Old Atlanta Rd., Cumming, GA 30041.