



Forsyth County Public Library Board of Trustees Minutes from November 14, 2016 Meeting

The Forsyth County Public Library Board of Trustees held its November meeting at the Sharon Forks Library on November 14, 2016. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner. Jean Bowline 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 September 19, 2016 Library Board meeting minutes

A motion was made by Tim Plotner to approve the minutes of the September 19, 2016 meeting. Bob Keller seconded the motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of Library's role in wireless pilot program administered by the Forsyth County Schools.

Mary Helen McGruder made a motion to table discussion of the Library's role in a wireless pilot program administered by the Forsyth County Schools until brought back to the Board. She explained that Forsyth County Schools is reworking this program and would notify the Board when they clarify the specifics of the program. Kristin Morrissey explained that there had been personnel changes in the IT Department and it could be some time before discussion of the program comes up again.

Kristin Morrissey seconded Ms. McGruder's motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Demonstration of items purchased with GPLS LSTA STEAM mini-grant

Steve Kight explained that the recent \$15,000 GPLS Library Services and Technology Act (LSTA) mini-grant gave the library staff an exciting opportunity to buy several STEAM-related products. Youth Services Supervisors Stephanie Hampson and Cleo Joyce demonstrated three new items to Board members – littleBits switches, a Makey Makey invention kit, and a Sphero orb. Anna Lyle said that the programs described at the meeting and pictured in Board packets are just the beginning of the programming that will be done.

Approval of Library's Fiscal Year 2016 audit

Anna Lyle explained that the library is required to undergo an annual audit and uses the same auditing firm, Mauldin & Jenkins, as used by the Forsyth County Government. The FY2016 audit resulted in no findings or management points. The Board was very pleased with the audit results, and Ms. Lyle praised the library's financial department staff, Monica Hennings and Tonya Wallace, for their hard work in preparing year-round for the audit.

A motion was made by Mary Helen McGruder to accept the Library's Fiscal Year 2016 audit as presented. Tim Plotner seconded the motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of adding Asian language materials to the library collection

Anna Lyle said that Board comments received after the September meeting about the recent language survey had led to further research and discussions, and as a result staff now recommend adding four Asian languages to the collection: Mandarin Chinese, Hindi, Telugu, and Tamil. Tim Plotner asked what criteria the staff would use to determine whether to expand each collection. Ms. Lyle stated that circulation and in-house use would both be monitored. Kristin Morrissey asked when these collections would be available. Ms. Lyle said that they would be available at the official reopening of the Sharon Forks Library in early 2018. Mr. Plotner asked if adding these new collections would lead to fewer additions to existing high circulating collections. Ms. Lyle said that these concerns are less an issue of space, since the architect's design provides more shelf space than originally requested, and are more an issue of funding; however, the County's Director of Finance had indicated that the potential South West library site could be paid for at a future time, freeing current funds to purchase materials.

A motion was made by Bob Keller to approve the addition of collections in four Asian languages (Hindi, Tamil, Telugu, and Mandarin Chinese) to the Library's materials collection in conjunction with the expansion and renovation of the Sharon Forks Library. Tim Plotner seconded the motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

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

Anna Lyle said that, in compliance with the revised Budget policy, Board approval is being requested for two amendments to the Sharon Forks construction project budget. Staff recommend adding \$150,000 to the Library Materials line. Ms. Lyle explained that even with the most conservative estimates they expect at least \$86,000 in impact fees to still be available. Ms. Lyle explained that staff also wish to add \$45,000 to the construction budget for the furniture and equipment line (FF&E). Staff will soon be meeting with the interior designer to optimize and prioritize purchases.

A motion was made by Bob Keller to approve the addition of \$195,000 in County (Impact Fees) revenues, \$150,000 to Materials expenses, and \$45,000 to FF&E expenses to the construction

budget for the Sharon Forks Library expansion and renovation project. Kristin Morrissey seconded the motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of potential library site adjacent to Denmark High School property

Anna Lyle said that property in this area is very expensive and the opportunity to get sufficient acreage for a new library site at the Denmark High School property for the price of \$108,000 per acre was excellent. Mary Helen McGruder said that the property had been discussed at a recent Forsyth County Board of Commissioners work session, but how the property would be used was not clear. Ms. Lyle requested approval to send a letter to the Board of Commissioners stating that the Library is interested in acquiring this property. Tim Plotner commented that there were no topography issues with this land, as there have been with other library sites. Ms. McGruder said that the Library needs to have plans made in 2017 in preparation for SPLOST VIII. Kristin Morrissey stated that, with continuing growth in the County, the land and SPLOST funds will definitely be needed.

A motion was made by Kristin Morrissey for approval for the Board Chairman and Library Director to contact Forsyth County Government to request that a portion of the 9.5 acres conveyed to the County by Forsyth County Schools be designated for a future library branch. The Board Chairman and Library Director are authorized to take the steps necessary to purchase 4.5 to 6.5 acres (at a cost of \$108,000 per acre) from Impact Fees. Tim Plotner seconded the motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Discussion of proposed Fiscal Year 2017 budget adjustment

Anna Lyle presented one budget adjustment for Board approval. She explained that the library was awarded a \$2,500 donation from Literacy Forsyth toward a portion of the speaker's fee for the Forsyth Reads Together event featuring Dennis Lehane on September 27th.

A motion was made by Tim Plotner to approve the increase of Other revenues and Operations expenses by \$2,500 to reflect a donation from Literacy Forsyth towards the FY2017 Forsyth Reads Together event. Bob Keller seconded the motion. The motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member absent (Bowline).

Other Business:

Library Financial Report for September 2016

Anna Lyle presented the financial report for the period ending September 30, 2016. Ms. Lyle said that everything is where it should be at this point in the budget year.

September/October 2016 Library activities report

Steve Kight presented the report on Public Services activities for September/October 2016. He began by introducing a new program coming to the Hampton Park Library. Starting on January 14th the library will begin Special Needs Library Hours, opening one

hour early on the second Saturday of each month. The library will be quiet with dimmed lights, and a Sensory Storytime with a flexible start will be offered during the hour. The Board was very pleased to hear about this program, asking how the program was being publicized and requesting flyers to pass on to others who would be interested.

Mr. Kight reported that there was an increase in activity at the Hampton Park Library. Staff believe this was due to the advance voting offered at the branch. Ms. Morrissey asked why website views appeared to be down, and Mr. Kight explained that when patrons use computers provided by the library they are automatically directed to the website, but more patrons are bringing their own devices to use and are not directed to the website when logging in to the wireless connection. Mr. Kight stated that blog views are up and credits this to more social media views and posts which steer viewers to the blog.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, January 17, 2017 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.