



Forsyth County Public Library Board of Trustees Minutes from May 15, 2017 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 15, 2017. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner. Jean Bowline was on an approved leave of absence. (Mr. Plotner arrived at 5:45 p.m. and Ms. McGruder left at 6:40 p.m.) Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, and other staff members. Elisa Walker and Rose Bachman with *McMillan Pazdan Smith* and Isabel Hughes with the *Forsyth County News* were also present.

I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 5:30 p.m.

II. Adoption of Agenda

There was a motion by Bob Keller and a second by Kristin Morrissey to adopt the Agenda without amendments. Motion carried with three Board members in favor (McGruder, Keller, and Morrissey), one member absent (Plotner), and one member on an approved leave of absence (Bowline).

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Bob Keller and a second by Kristin Morrissey to adopt the minutes of the March 20, 2017 Library Board meeting. Motion carried with three Board members in favor (McGruder, Keller, and Morrissey), one member absent (Plotner), and one member on an approved leave of absence (Bowline).

There was a motion by Bob Keller and a second by Kristin Morrissey to adopt the minutes of the April 10, 2017 Called Library Board meeting. Motion carried with three Board members in favor (McGruder, Keller, and Morrissey), one member absent (Plotner), and one member on an approved leave of absence (Bowline).

V. Items Discussed

1. Presentation of interior finishes for the Sharon Forks Library by McMillan Pazdan Smith interior designer

Elisa Walker with McMillan Pazdan Smith presented selections for the interior finishes and furniture for the Sharon Forks Library.

2. Presentation regarding Library's website

Steve Kight provided a brief re-introduction to the Library's website, including the eResources page.

3. Library Board's Fiscal Year 2018 Schedule of Meetings

There was a motion by Tim Plotner and a second by Kristin Morrissey to approve the Fiscal Year 2018 Library Board Schedule of Meetings as presented. Motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member on an approved leave of absence (Bowline).

4. Proposed deletion of FCPL Facebook Practice Statement and FCPL Facebook Content Guidelines

There was a motion by Bob Keller and a second by Tim Plotner to approve the deletion of the FCPL Facebook Practice Statement and FCPL Facebook Content Guidelines. Motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member on an approved leave of absence (Bowline).

5. Proposed Social Media Policy (Operations Policy)

There was a motion by Tim Plotner and a second by Bob Keller to accept the proposed new Social Media Policy, effective May 16, 2017. Motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member on an approved leave of absence (Bowline).

6. Automated materials handling system (AMH) for the Cumming Library

There was a motion by Bob Keller and a second by Tim Plotner to approve the purchase of a Flex AMH with Bulk Separator from Bibliotheca at a purchase price of \$61,583 as a sole source purchase. Motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member on an approved leave of absence (Bowline).

7. Proposed Fiscal Year 2017 budget adjustments

There was a motion by Kristin Morrissey and a second by Tim Plotner to approve the following adjustments to the FY2017 budget:

- Increase Other revenues by \$1,500 to reflect a donation from FCPL Friends and Advocates for the April 2017 strategic planning retreat.
- Transfer \$35,000 in Personnel savings to Operations expenses to partially fund the purchase of an automated materials handling system for the Cumming Library.

Motion carried with four Board members in favor (McGruder, Keller, Morrissey, and Plotner) and one member on an approved leave of absence (Bowline).

8. Financial Reports

Anna Lyle presented the FY2017 financial report for the period ending March 31, 2017 and the capital projects financial reports for the period ending May 3, 2017.

9. Sharon Forks Library construction project report

Anna Lyle gave the Board an update on the progress of the construction project at the Sharon Forks Library.

10. Public Services activities reports

Steve Kight presented the report on Public Services activities for March/April.

VI. General Discussion (if needed)

No action was taken.

VII. Executive Session (if needed)

No Executive Session was held.

VIII. Adjournment

There was a motion by Kristin Morrissey and a second by Tim Plotner to adjourn the meeting at 6:45 p.m. Motion carried with three Board members in favor (Keller, Morrissey, and Plotner), one member absent (McGruder), and one member on an approved leave of absence (Bowline).

A called meeting will be held on Thursday, June 8, 2017 at 6:00 p.m. in the conference room at the Jon McDaniel Administration Building (adjacent to the Cumming Library), 585 Dahlonega Street, Cumming, GA 30040.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, July 17, 2017 at 5:30 p.m. at the [Hampton Park Library, 5345 Settingdown Road, Cumming, GA 30041.](#)