



Forsyth County Public Library Board of Trustees Minutes from July 17, 2017 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Hampton Park Library on July 17, 2017. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. (Mr. Plotner arrived at 5:35 p.m. and Mr. Keller arrived at 5:45 p.m.). 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.

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 Mary Helen McGruder and a second by Jean Bowline to adopt the content of the Agenda, but not necessarily in the order presented so that topics of particular importance could be discussed after arrival of two Board members. Motion carried with three Board members in favor (McGruder, Bowline, and Morrissey) and two Board members absent (Bob Keller and Tim Plotner).

III. Announcements

Kristin Morrissey read the following disclosure statement regarding her dual role as Forsyth County Board of Education Chairperson and Library Board Member.

"I want to disclose on the record that I am both a sitting member of the Library Board and the Board of Education (BOE). The transaction involving property at Denmark High School is the product of an Intergovernmental Agreement between the BOE and the Forsyth County BOC; the Library Board is not a party to that transaction, but may be a beneficiary of that transaction. The Library Board has been involved with the BOE in working through site plans and configurations to determine how much of the Denmark property is to be acquired. That decision will ultimately determine how much funding the Library Board will commit to the land acquisition transaction. I believe that my efforts on behalf of the Library Board have facilitated a win/win for the BOE and the Library Board, and will ultimately advance the interests of all involved, to include the BOE, Library Board, and Board of Commissioners. I am mindful that my simultaneous service on the BOE and the Library Board could carry with it the appearance of impropriety; but, of course, I am not benefited in any way, personally, from any of these transactions. For purposes of this evening, I want to formally state for the record my dual roles on both the Library Board and BOE; I want to emphasize that I am not personally benefited in any way by this transaction; and, I want to make clear that I can continue my service on the BOE and the Library Board, in a neutral, objective, and good faith manner, and will continue to do so until I believe that a true disqualifying conflict exists."

IV. Adoption of Minutes

1. There was a motion by Jean Bowline and a second by Kristin Morrissey to adopt the minutes of the May 15, 2017 Library Board meeting. Motion carried with four Board members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Bob Keller).
2. There was a motion by Jean Bowline and a second by Tim Plotner to adopt the minutes of the June 8, 2017 called Library Board meeting. Motion carried with four Board members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Bob Keller).

V. Items Discussed

1. Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2018 Application for State Aid

There was a motion by Tim Plotner and a second by Jean Bowline to approve the certifications outlined in the document *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination*. Motion carried with four Board members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Bob Keller).

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

There was a motion by Jean Bowline and a second by Tim Plotner to give signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director. Motion carried with four Board members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Bob Keller).

6. Proposed Fiscal Year 2018 budget adjustments

There was a motion by Jean Bowline and a second by Bob Keller to approve the following adjustments to the FY2018 budget:

- Carry forward \$3,872.13 in Materials encumbrances from FY2017.
- Carry forward \$30,791.28 in Operations encumbrances from FY2017 (Cumming AMH system).
- Adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes a Personnel increase of \$100,309 and a System Services (used for Materials) decrease of \$53,656. Approval to increase Personnel expenses by \$100,309 and decrease Materials expenses by \$53,656.
- Transfer \$53,656 in local funds from Personnel expenses to Materials expenses to offset the reduction in the State System Services Grant.
- Increase Other revenues and Materials expenses by \$2,500 to reflect a donation in memory of Patricia Culver, a former employee.

- Increase State revenues and Operations expenses by \$41,680 to reflect a Major Repair and Renovation (MRR) Grant for a replacement phone system.
- Use \$41,680 in Committed Fund Balance as the required local match for the State MRR Grant for a replacement phone system.

Motion carried unanimously, with all Board members present.

3. Mission, Vision, and Customer Service statements

There was a motion by Jean Bowline and a second by Kristin Morrissey to approve the following revised mission and vision statements, effective August 1, 2017:

Mission Statement: FCPL champions literacy, lifelong learning, and personalized service to all patrons.

Vision Statement: FCPL is a vital participant in the Forsyth County community, striving to improve the quality of life for everyone.

Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Jean Bowline to replace the customer service philosophy with the following common purpose and quality standards, effective August 1, 2017:

Common Purpose: We connect with our community through information and inspiration.

Quality Standards:

1. Courtesy
2. Connection
3. Community
4. Creativity

Motion carried unanimously, with all Board members present.

4. Artwork for the Sharon Forks Library

Anna Lyle explained plans to issue a Request for Proposal (RFP) for an art piece for the Sharon Forks Library, and invited Board input on this topic.

5. Dress Code Policy

Anna Lyle explained staff plans to meet and review the current Dress Code Policy, and invited Board input on this topic.

6. Proposed Fiscal Year 2018 budget adjustments – *Discussed after Item #2.*

7. Financial Reports

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

8. Sharon Forks Library construction project report

Bobby Williams gave the Board an update on the progress of the construction project at the Sharon Forks Library.

9. Public Service activities reports

Steve Kight presented the report on Public Services activities for May/June 2017.

VI. General Discussion (if needed)

No action was taken.

VII. Executive Session (if needed)

There was a motion by Bob Keller and a second by Kristin Morrissey to enter into executive session for the purpose of discussing land acquisition for a branch library. Motion carried unanimously, with all Board members present.

VIII. Reconvene the Meeting

There was a motion by Jean Bowline and a second by Tim Plotner to exit executive session and re-enter regular session. Motion carried unanimously, with all Board members present.

IX. Further Items to be Discussed

1. Denmark/Fowler Road property

There was a motion by Tim Plotner and a second by Bob Keller to authorize the Library Director to take the steps necessary to acquire the entire 9.5 acres available from Forsyth County Schools on Fowler Road, using Library Impact Fees at the price \$763,560, which is the equivalent of purchasing 7.07 acres at \$108,000 per acre. Motion carried unanimously, with all Board members present.

X. Adjournment

There was a motion by Kristin Morrissey and a second by Bob Keller to adjourn the meeting at 7:45 p.m. Motion carried unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, September 18, 2017 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.