



## **Forsyth County Public Library Board of Trustees Minutes from November 13, 2017 Meeting**

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 13, 2017. Present were Board members Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Mary Helen McGruder was absent. (Mr. Plotner arrived at 5:40 p.m.) Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, Bobby Williams, and other staff members.

### **I. Call Meeting to Order**

Kristin Morrissey called the meeting to order at 5:32 p.m.

### **II. Adoption of Agenda**

There was a motion by Bob Keller and a second by Jean Bowline to adopt the Agenda without amendments. Motion carried with three Board members in favor (Bowline, Keller, and Morrissey) and two members absent (McGruder and Plotner).

### **III. Announcements**

Anna Lyle shared the SPLOST VIII timeline and other information presented at that morning's Board of Commissioners Work Session.

### **IV. Adoption of Minutes**

There was a motion by Jean Bowline and a second by Bob Keller to adopt the minutes of the September 18, 2017 Library Board meeting. Motion carried with three Board members in favor (Bowline, Keller, and Morrissey) and two members absent (McGruder and Plotner).

### **V. Items Discussed**

#### **2. Personal Leave of Absence Policy**

There was a motion by Jean Bowline and a second by Bob Keller to approve the proposed revised Personal Leave of Absence Policy, effective November 27, 2017. Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**1. Artwork for the Sharon Forks Library**

The Board viewed the final artwork submitted by artist Tammy Wofsey that will be used in the Sharon Forks Library, as previously voted at the September 18, 2017 Board Meeting.

**2. Personal Leave of Absence Policy – *Moved to the beginning of the Agenda – See page #1 for action taken on this item.***

**3. Dress Code Policy**

There was a motion by Jean Bowline and a second by Bob Keller to approve the proposed revised Dress Code Policy, effective November 27, 2017. Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**4. Award of Contracts for Landscape Services**

There was a motion by Kristin Morrissey and a second by Bob Keller to award the landscape services contract to Georgia Outdoor Designs for the period from January 1, 2018 to December 31, 2018, with the option to renew for two additional years, for the amount of \$43,112.38 annually. Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**5. Award of Contracts for Janitorial Services**

There was a motion by Jean Bowline and a second by Bob Keller to award the janitorial services contract to Building Maintenance Services, Inc. for the period from February 1, 2018 to January 31, 2019, with the option to renew for two additional years, for the amount of \$61,200.00 annually. Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**6. Award of Contracts for Heating, Ventilation & Air Conditioning (HVAC) Services**

There was a motion by Jean Bowline and a second by Kristin Morrissey to award the HVAC services contract to Willis Mechanical, Inc. for the period from January 1, 2018 to December 31, 2018, with the option to renew for two additional years, for the amount of \$6,212.00 annually for preventive maintenance and \$77/hour for additional services (during regular hours). Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**7. Proposed use of North Impact Fees**

There was a motion by Bob Keller and a second by Jean Bowline to approve the use of \$12,000 of North Impact Fees to contract for a survey to be conducted of the northwest library site at Matt Community Park. Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**8. Proposed Fiscal Year 2018 budget adjustments**

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

- Decrease County revenues and Materials expenses by \$75,000 to reflect auditor's advice to use the Capital Fund accounts for Impact Fees.
- Decrease County revenues and Operations expenses by \$11,898.55 to reflect auditor's advice to use the Capital Fund accounts for Impact Fees.
- Increase State revenues and expenses by \$33,787.81 to reflect an MRR grant from Georgia Public Library Service for public technology improvements.

Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

**9. Financial reports**

Anna Lyle presented the FY2018 financial report for the period ending September 30, 2017 and the capital projects financial reports for the period ending November 3, 2017.

**10. 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.

**11. Public Services activities reports**

Steve Kight presented the report on Public Services activities for September/October 2017.

**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 Bob Keller and a second by Kristin Morrissey to adjourn the meeting at 6:35 p.m. Motion carried with four Board members in favor (Bowline, Keller, Morrissey, and Plotner) and one member absent (McGruder).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be January 16, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.