



Forsyth County Public Library Board of Trustees Summary of Action Taken at November 13, 2017 Meeting

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 13, 2017 at 5:30 p.m.

Present were Board members Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Mary Helen McGruder was absent. (Mr. Plotner arrived at 5:40). The following is a summary of action taken at this meeting:

- I. Call Meeting to Order
Called to Order at 5:32 p.m.

- II. Adoption of Agenda
The Board voted unanimously (with Ms. McGruder and Mr. Plotner absent) to adopt the Agenda as presented.

- III. Announcements
Anna Lyle shared the SPLOST VIII timeline and other information presented at that morning's BOC Work Session.

- IV. Adoption of Minutes
The Board voted unanimously (with Ms. McGruder and Mr. Plotner absent) to adopt the minutes of the September 18, 2017 Library Board meeting.

- V. Items to be discussed
 2. Personal Leave of Absence Policy
The Board voted unanimously (with Ms. McGruder absent) to approve the proposed revised Personal Leave of Absence Policy, effective November 27, 2017.

 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.

 3. Dress Code Policy
The Board voted unanimously (with Ms. McGruder absent) to approve the proposed revised Dress Code Policy, effective November 27, 2017.

4. Award of Contract for Landscape Services
The Board voted unanimously (with Ms. McGruder absent) 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.
 5. Award of Contract for Janitorial Services
The Board voted unanimously (with Ms. McGruder absent) 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.
 6. Award of Contract for Heating, Ventilation & Air Conditioning (HVAC) Services
The Board voted unanimously (with Ms. McGruder absent) 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).
 7. Proposed use of North Impact Fees
The Board voted unanimously (with Ms. McGruder absent) 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.
 8. Proposed Fiscal Year 2018 Budget Adjustments:
The Board voted unanimously (with Ms. McGruder absent) to make the following adjustments to the Fiscal Year 2018 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.**
 9. Financial reports
Discussion was held. No action was taken.
 10. Sharon Forks Library construction project report
Discussion was held. No action was taken.
 11. Public Services activities reports
Discussion was held. No action was taken.
- VI. General Discussion *(if needed)*
No action was taken.

VII. Executive Session (*if needed*)
No Executive Session was held.

VIII. Adjournment
The Board voted unanimously (with Ms. McGruder absent) to adjourn the meeting at 6:35 p.m.

A full draft of minutes from this meeting will be posted to the FCPL website (www.forsythpl.org) upon completion.

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