



Forsyth County Public Library Board of Trustees Summary of Action Taken at January 16, 2018 Meeting

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 16, 2018 at 5:30 p.m.

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

- I. Call Meeting to Order
Called to Order at 5:30 p.m.
- II. Adoption of Agenda
The Board voted unanimously to adopt the Agenda as presented.
- III. Announcements
There were no announcements.
- IV. Adoption of Minutes
The Board voted unanimously to adopt the minutes of the November 13, 2017 Library Board meeting.
- V. Items to be discussed
 1. Rooms for Public Use policy (currently Meeting Room and Study Room Use policy)
The Board voted unanimously to approve the Rooms for Public Use policy (replaces Meeting Room and Study Room Use policy) with changes as discussed, effective February 1, 2018.
 2. Fiscal Year 2017 audit
The Board voted unanimously to approve the Library's Fiscal Year 2017 audit as presented.
 3. Award of contract for voice over internet protocol (VoIP) phone system
The Board voted unanimously to award the voice over IP services contract to Ambit Solutions, LLC for the amount of \$19,800.00 in initial costs and \$9,670 for annual maintenance.
 4. Proposed Fiscal Year 2018 Budget Adjustments
The Board voted unanimously to make the following adjustments to the Fiscal Year 2018 budget:

- **Increase Forsyth County revenues by \$117,250 to reflect an increase in funding for calendar year 2018. Increase Personnel expenses by \$72,800, Materials expenses by \$25,000, and Operations expenses by \$19,450.**
 - **Increase Forsyth County revenues and Personnel expenses by \$102,250 to reflect award from Forsyth County Government of 2% COLA increase and 3% merit increase for eligible staff, contingent upon final approval by Board of Commissioners.**
5. Financial reports
Discussion was held. No action was taken.
 6. Sharon Forks Library construction project report
Discussion was held. No action was taken.
 7. 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)*
The Board voted unanimously to enter into executive session for the purpose of discussing personnel-related matters, as described in O.C.G.A. §50-14-3(b)(2).
The Board voted unanimously to close the executive session and return to regular session.
- VIII. Further Items to be Discussed
1. Director's annual evaluation
The Board voted unanimously to approve an increase in the Director's salary by the same percentage awarded to other eligible employees for 2018 (expected to be a 2% COLA and a 3% merit increase), retroactive to January 1, 2018, contingent upon final approval of funding by the Board of Commissioners.
- IX. Adjournment
The Board voted unanimously to adjourn the meeting at 6:55 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 held on Monday, February 12, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.