



Forsyth County Public Library Board of Trustees Minutes from March 19, 2018 Meeting

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 19, 2018. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner. Jean Bowline was absent. Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, and other staff members.

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 Kristin Morrissey and a second by Tim Plotner to adopt the Agenda without amendments. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Kristin Morrissey and a second by Bob Keller to adopt the minutes of the February 12, 2018 Library Board meeting. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

V. Items Discussed

1. Uncollectable patron debt for 2014

There was a motion by Tim Plotner and a second by Mary Helen McGruder to write off \$43,942.60 in patron debt remaining from 2014. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

2. Proposed changes to committed fund balance

There was a motion by Mary Helen McGruder and a second by Bob Keller to make the following changes to the committed fund balance:

- Uncommit balance (\$50,000) of fund balance previously committed to upgrade the automated materials handling system (AMH) at the Sharon Forks Library.
- Uncommit balance (\$58,320) of fund balance previously committed for phone system replacement.
- Commit \$48,320 in fund balance for IT equipment replacement.
- Commit \$60,000 in fund balance for vehicle purchases and replacements

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

3. Proposed use of fund balance

There was a motion by Tim Plotner and a second by Bob Keller to use \$5,955 in funds remaining from the phone system replacement project to purchase a replacement HVAC unit for the server room at the Cumming Library. This amount includes \$2,977.50 in State MRR funds and \$2,977.50 in fund balance. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

4. Proposed Fiscal Year 2019 budget

There was a motion by Kristin Morrissey and a second by Bob Keller to approve FCPL's Fiscal Year 2019 proposed budget as presented, including revenues of \$6,715,309, expenditures of \$7,003,048, reserves of \$210,100, and \$497,839 in budgetary fund balance. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

5. Proposed Calendar Year 2019 County budget request

There was a motion by Tim Plotner and a second by Bob Keller to approve FCPL's Calendar Year 2019 County proposed budget request as presented. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

6. Proposed use of North Impact Fees

There was a motion by Bob Keller and a second by Tim Plotner to use \$75,000 of North Impact Fees to purchase materials for the Hampton Park Library. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

7. FCPL Constitution and Bylaws

Susan Thornton, Human Resources Manager, reported that she was conducting a review of FCPL's Constitution and Bylaws to identify any potential updates or changes. She anticipated presenting any recommended revisions at the May meeting. Any amendment to either the Constitution or Bylaws would require a two-week written notice to the Board, a quorum in attendance, and a two-thirds vote of the members present.

8. Financial reports

Anna Lyle presented the FY2018 financial report for the period ending January 31, 2018 and the capital projects financial reports for the period ending March 13, 2018.

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. The certificate of occupancy had been received, and the library was on schedule for the grand reopening on March 24, 2018.

10. Public Services activities reports

Steve Kight presented the report on Public Services activities for January/February 2018.

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 Bob Keller to adjourn the meeting at 6:15 p.m. Motion carried with four Board members in favor (McGruder, Keller, Morrissey and Plotner) and one Board member absent (Bowline).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, May 21, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.