



Forsyth County Public Library Board of Trustees Minutes from July 16, 2018 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 16, 2018. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, and Christy Winters. Kathy Thomas was out of the jurisdiction (Orange Beach, Alabama) and participated by conference call. Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, Nikki Watkins, Bobby Williams, 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 Tim Plotner and a second by Kristin Morrissey to adopt the Agenda as amended:

- Add Item #11 – Land Discussion

Motion carried unanimously.

III. Announcements

Mary Helen McGruder welcomed the two newly appointed Board members, Kathy Thomas and Christy Winters.

Mary Helen McGruder announced that Kathy Thomas was out of the jurisdiction (Orange Beach, Alabama) and would be participating in the meeting by conference call.

Anna Lyle introduced the Library's new Human Resources & Finance Manager, Nikki Watkins, to the Board.

IV. Adoption of Minutes

There was a motion by Kristin Morrissey and a second by Tim Plotner to adopt the minutes of the May 21, 2018 Library Board meeting. Motion carried unanimously.

V. Items Discussed

1. Library's Fiscal Year 2019 Application for State Aid and Federally Required Certifications

There was a motion by Christy Winters and a second by Tim Plotner to approve the certifications outlined in the documents entitled 1) *Fiscal Year 2019 Application for State Aid to Public Libraries* and 2) *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination*. Motion carried unanimously.

There was a motion by Kristin Morrissey and a second by Christy Winters to acknowledge that: 1) Georgia code requires annual bonding of all FCPL financial officers and staff to be filed with the Georgia Public Library Service (GPLS); 2) this coverage is provided by the Forsyth County Government, per Resolution adopted by the Forsyth County Board of Commissioners on November 15, 2012; and 3) FCPL submits annual proof of coverage to GPLS as required by Georgia code. Motion carried unanimously.

2. Signature authority of Library Director on behalf of the Library

There was a motion by Christy Winters and a second by Kristin Morrissey to give signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director. Motion carried unanimously.

3. Revised Memorandum of Understanding between FCPL and the FCPL Friends and Advocates

There was a motion by Tim Plotner and a second by Christy Winters to approve the revised Memorandum of Understanding between FCPL and the FCPL Friends and Advocates, effective with the execution of the document. Motion carried unanimously.

4. Digitization of *Forsyth County News*

The Board discussed benefits and options of digitizing the *Forsyth County News*. No action was taken, but there was agreement among Board members that this project is a priority.

5. Forsyth County's Short Term Work Program (STWP)

Anna Lyle explained that the Short Term Work Program information was presented to the County for future planning purposes.

6. Fund Balance

There was a motion by Tim Plotner and a second by Christy Winters to amend a motion previously adopted at the 5/21/18 Board meeting to use \$7,977.50 in state MRR funds and \$7,977.50 in the local match (fund balance) previously approved for phone system replacement for replacement of two HVAC units, and in its place approve use of \$5,000 in state MRR funds and \$5,000 in the local match (fund balance) previously approved for phone system replacement for replacement of an HVAC unit at the Sharon Forks Library. Motion carried unanimously.

7. Proposed Fiscal Year 2018 budget adjustment

There was a motion by Kristin Morrissey and a second by Christy Winters to approve the following adjustment to the FY2018 budget:

- Approval to partially reverse 7/17/2017 budget adjustment for a State MRR grant in the amount of \$5,050 (of \$41,680 original amount). \$5,000 is for an HVAC unit that has been ordered but not installed, so it is not eligible for reimbursement in FY2018 (total estimated cost \$10,000). \$50 is for the difference between the phone system purchase order and the final invoice (total \$100 less). Decrease in Operations expenditures of \$10,100 reflects \$5,050 funded by MRR grant and \$5,050 funded by fund balance.

Motion carried unanimously.

8. Proposed Fiscal Year 2019 budget adjustments

There was a motion by Tim Plotner and a second by Christy Winters to approve the following adjustments to the FY2019 budget:

- Approval to increase State revenues and Operations expenditures by \$5,050 to reflect the MRR grant amount deferred from FY2018.
- Approval to carry forward \$4,896.50 to reflect the local match encumbrance of the FY2018 MRR grant for the replacement HVAC unit at Sharon Forks library.
- Approval to carry forward \$6,935 in Operations encumbrances for meeting room tables from FY2018.
- Approval to carry forward \$1,746.19 in Materials encumbrances from FY2018.

Motion carried unanimously.

9. Financial reports

Anna Lyle presented the FY2019 financial report for the period ending May 31, 2018 and the capital projects financial reports for the period ending July 5, 2018.

10. Public Services activities reports

Stephen Kight presented the report on Public Services activities for May/June 2018. He also demonstrated the new Strategic Plan page on the Library's website.

11. Land Discussion

The Board discussed future development of the land adjacent to the Cumming Library. Mary Helen McGruder recused herself from the discussion. 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

There was a motion by Christy Winters and a second by Kristin Morrissey to adjourn the meeting at 7:10 p.m. Motion carried unanimously.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be September 17, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.