



Forsyth County Public Library Board of Trustees Minutes from May 20, 2024 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 20, 2024. Present were Board members Kristin Morrissey (Chair), Mary Helen McGruder, Lisa Stortzum, Kathy Thomas, and Christy Winters. Mary Helen McGruder left at 6:26 p.m. Also present were Anna Lyle (Director), Holly Barfield, Ann Decherd, Nikki Watkins, and other staff members. Amber Perry with the *Forsyth Herald* and Sabrina Kerns with the *Forsyth County News* were also present.

I. Call Meeting to Order/Reading of Mission and Vision

Kristin Morrissey called the meeting to order at 5:30 p.m. and read the FCPL Mission and Vision.

II. Adoption of Agenda

There was a motion by Christy Winters and a second by Mary Helen McGruder to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Kathy Thomas and a second by Lisa Stortzum to adopt the minutes of the March 18, 2024 Library Board meeting. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Christy Winters to adopt the minutes of the April 24, 2024 called Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Activities Report

Kim Ottesen presented the report on Public Services activities for March/April 2024.

2. Circulation Services presentation

Circulation Supervisors Anthony Caspanello, Andrea DelValle, Brittany Mayo, and Teresa Santangelo presented "A Day in the Life of a Collection Support Aide."

3. Denmark Library update

Holly Barfield, IT and Facilities Manager, shared site photos and described the building's construction progress to date, which is moving forward on schedule.

4. Library Board's Fiscal Year 2025 Schedule of Meetings

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to approve the Fiscal Year 2025 Library Board Schedule of Meetings as presented. Motion carried unanimously, with all Board members present.

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

There was a motion by Mary Helen McGruder and a second by Christy Winters to give signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director. Motion carried unanimously, with all Board members present.

6. Selection of executive search firm

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to award executive search services contract to Bradbury Miller Associates in the amount of \$31,000.00. Motion carried unanimously, with all Board members present.

7. Food and Drink Policy

There was a motion by Kristin Morrissey and a second by Christy Winters to approve the revised Food and Drink policy, effective May 20, 2024. Motion carried unanimously, with all Board members present.

Mary Helen McGruder left the meeting.

8. Proposed Fiscal Year 2024 budget adjustments

There was a motion by Kristin Morrissey and a second by Christy Winters to increase State revenue and Personnel expenses by \$6,000.00 to reflect new state grant information received from Georgia Public Library Service. Motion carried with four members in favor (Morrissey, Stortzum, Thomas, and Winters) and one member absent (McGruder).

There was a motion by Christy Winters and a second by Kathy Thomas to increase State revenue and Operations expenses by \$6,850.00 to reflect additional FY2024 MRR funds received to replace an HVAC unit at Hampton Park Library. The required local match will be made with existing budgeted Operations funds. Motion carried with four members in favor (Morrissey, Stortzum, Thomas, and Winters) and one member absent (McGruder).

There was a motion by Kathy Thomas and a second by Lisa Stortzum to increase Donations revenue and Operations expenses by \$468.75 to reflect a donation from OneForsyth for the Lunar New Year program at Sharon Forks Library. Motion carried with four members in favor (Morrissey, Stortzum, Thomas, and Winters) and one member absent (McGruder).

There was a motion by Lisa Stortzum and a second by Kristin Morrissey to increase Donations revenue and Operations expenses by \$400.00 to reflect a donation received in memory of Mike Dudzinski for the seed libraries at Cumming Library and Hampton Park Library. Motion carried with four members in favor (Morrissey, Stortzum, Thomas, and Winters) and one member absent (McGruder).

9. Commitment of fund balance

There was a motion by Christy Winters and a second by Kathy Thomas to commit \$48,500 in fund balance for the local match for state grant funds. Motion carried with four members in favor (Morrissey, Stortzum, Thomas, and Winters) and one member absent (McGruder).

10. Financial reports

Nikki Watkins presented the FY2024 financial report for the period ending March 31, 2024 as well as the construction project report for the Denmark Library for the period ending May 2, 2024.

11. Recognition of Kristin Morrissey

Since this may be her last meeting, the Library Board and staff members recognized outgoing Board Chair Kristin Morrissey and thanked her for her 16 years of service on the Library Board of Trustees.

VI. General Discussion (if needed)

No discussion.

VII. Executive Session (if needed)

No Executive Session was held.

VIII. Adjournment

There was a motion by Christy Winters and a second by Kathy Thomas to adjourn the meeting at 6:40 p.m. Motion carried with four members in favor (Morrissey, Stortzum, Thomas, and Winters) and one member absent (McGruder).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be July 15, 2024 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.