



## **Forsyth County Public Library Board of Trustees Minutes from November 20, 2023 Meeting**

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 20, 2023. Present were Board members Kristin Morrissey (Chair), Mary Helen McGruder, Lisa Stortzum, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Ann Decherd, Nikki Watkins, and other staff members.

### **I. Call Meeting to Order**

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

### **II. Adoption of Agenda**

There was a motion by Christy Winters and a second by Kathy Thomas 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 Mary Helen McGruder and a second by Lisa Stortzum to adopt the minutes of the September 18, 2023 Library Board meeting. Motion carried unanimously, with all Board members present.

### **V. Items Discussed**

#### **1. Activities Report**

Ann Decherd presented the report on Public Services activities for September/October 2023.

#### **2. Information Services presentation**

As part of the continuing development of the Board, Information Services Supervisors Sarah Brubaker, Brooke Richards, Brooke Rose, and Brooke West presented "A Day in the Life of an Information Specialist," highlighting responsibilities and services carried out by Information Services staff.

**3. Award of bid for furniture and shelving for Denmark Library**

There was a motion by Kathy Thomas and a second by Christy Winters to award the Denmark Library furniture contract to Office Interiors, in the amount of \$358,197.55. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to award the Denmark Library shelving contract to Spacesaver Storage Solutions, in the amount of \$197,954.00. Motion carried unanimously, with all Board members present.

**4. Renewal of janitorial services contract**

There was a motion by Lisa Stortzum and a second by Mary Helen McGruder to renew for one year the janitorial services contract with Building Maintenance Services, Inc., in the amount of \$67,368.30. Motion carried unanimously, with all Board members present.

**5. Renewal of landscape services contract**

There was a motion by Kristin Morrissey and a second by Kathy Thomas to renew for one year the landscape services contract with Visionscapes, Inc., in the amount of \$59,283.00. Motion carried unanimously, with all Board members present.

**6. Denmark Library update**

Holly Barfield, IT and Facilities Manager, presented an update on the progress being made on the Denmark Library's construction.

**7. State Health Benefit Plan**

Director Anna Lyle reminded the Board of forthcoming budget increases that will be unusually large, due to the increase in the Library's healthcare costs over the course of the next three years.

**8. Proposed Fiscal Year 2024 budget adjustments**

There was a motion by Kathy Thomas and a second by Christy Winters to increase Donations revenue and Operations expenses by \$500.00 to reflect a donation from OneForsyth for the Diwali programs at Sharon Forks Library. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Mary Helen McGruder to increase Donations revenue and Operations expenses by \$800.00 to reflect a donation from South Forsyth Rotary for Leap into Literacy programs. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to increase Donations revenue and Operations expenses by \$3,638.00 to reflect a grant from the North Georgia Community Foundation to be used to launch the 500 Books Before Middle School initiative. Motion carried unanimously, with all Board members present.

There was a motion by Lisa Stortzum and a second by Kristin Morrissey to increase Forsyth County revenue and Personnel expenses by \$154,400.00 to reflect funding for a 5% pay increase for employees. Motion carried unanimously, with all Board members present.

**9. Financial reports**

Nikki Watkins, HR and Finance Manager, presented the FY2024 financial report for the period ending September 30, 2023.

**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 6:34 p.m. Motion carried unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be January 16, 2024 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Street, Cumming, GA 30040.