



Forsyth County Public Library Board of Trustees Minutes from July 15, 2024 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 15, 2024. Present were Board members Christy Winters (Vice-Chair), Mary Helen McGruder, Lisa Stortzum, Kathy Thomas, and Flo Valdes. Also present were Anna Lyle (Director), Holly Barfield, Ann Decherd, Nikki Watkins, and other staff members. FCPL Friends and Advocates Board members Jodie Barger (President), Webb Edwards (Vice President), Glen Barber (Treasurer), Juline Berry (Secretary), and Terry Manly were present. Sabrina Kerns with the *Forsyth County News* and Hannah Rose with the *Forsyth Herald* were also present.

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

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

II. Adoption of Agenda

There was a motion by Kathy Thomas 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 Mary Helen McGruder and a second by Kathy Thomas to adopt the minutes of the May 20, 2024 Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Activities Report

Kim Ottesen, Programming Manager, presented the report on Public Services activities for May/June 2024.

2. Denmark Library update

Holly Barfield, IT and Facilities Manager, shared current site photos and provided an update on interior and exterior construction of the Denmark Library.

3. FCPL Friends and Advocates check presentation

FCPL Friends and Advocates Board members presented a ceremonial check for \$30,000 to the Library in support of the outdoor terrace adjacent to the adult side of the Denmark Library.

4. Election of Officers for Library Board of Trustees

There was a motion by Mary Helen McGruder and a second by Flo Valdes to elect Christy Winters as Chair, Lisa Stortzum as Vice-Chair, and Kathy Thomas as Secretary/Treasurer of the Forsyth County Public Library Board of Trustees, effective July 15, 2024. Motion carried unanimously, with all Board members present.

5. Library Programs Policy

There was a motion by Lisa Stortzum and a second by Kathy Thomas to approve the revised Library Programs policy, effective July 16, 2024. Motion carried unanimously, with all Board members present.

6. Fund balance update

Director Anna Lyle reviewed the Fund Balance policy and provided an overview of the Library's approach with examples of fund balance activity that occurs during the year.

7. Impact fees update

Director Anna Lyle explained to the Board how County and City of Cumming impact fees are collected, how the Library receives them, and how and when they can be used.

8. Denmark Library budget

There was a motion by Mary Helen McGruder and a second by Christy Winters to increase Donations revenue and General Construction expense by \$30,000 to reflect a donation from the FCPL Friends and Advocates. Motion carried unanimously, with all Board members present.

There was a motion by Lisa Stortzum and a second by Kathy Thomas to increase Impact Fees revenue and Construction Contingency by \$300,000 to reflect additional collections. Motion carried unanimously, with all Board members present.

9. Proposed Fiscal Year 2025 budget adjustments

There was a motion by Christy Winters and a second by Kathy Thomas to carry forward \$116,700.24 in Operations encumbrances for furniture (\$19,922.70), Hampton Park AV System (\$54,441.54), equipment (\$21,336.00), and the balance for the executive search firm (\$21,000.00) from FY2024.

There was a motion by Kathy Thomas and a second by Flo Valdes to carry forward \$2,229.39 in Materials encumbrances from FY2024. Motion carried unanimously, with all Board members present.

There was a motion by Flo Valdes and a second by Mary Helen McGruder to increase State revenue and Operations expenditures by \$48,500.00 to reflect the FY2025 MRR grant for HVAC units at Cumming and window replacements at Sharon Forks. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to use \$48,500.00 in committed fund balance as matching funds for the FY2025 MRR grant; increase Operations expenditures by \$48,500.00. Motion carried unanimously, with all Board members present.

There was a motion by Lisa Stortzum and a second by Christy Winters to increase State revenues by \$60,287.00 and expenses to reflect new grant information from Georgia Public Library Service, which includes a Personnel increase of \$5,688.00 for SHBP and a Materials increase of \$15,653.00. The expenses related to the increase in Post E-Rate funding, as well as a portion of the Personnel expenses, are already included in the budget. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Kathy Thomas to increase Federal revenues by \$8,456 to reflect an increase in funding from USAC. The expenses related to the increase in Post E-rate funding are already included in the budget. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Flo Valdes to increase Donations revenue and Materials expenditures by \$1,000.00 to reflect donations received in memory of Mary Ann McCarthy. Motion carried unanimously, with all Board members present.

There was a motion by Flo Valdes and a second by Mary Helen McGruder to increase County revenue by \$608,929.00 to reflect funding received to operate the Denmark Library for the remainder of CY2024 and the increase in SHBP employer premiums; increase Personnel expenses by \$551,963.00 and Operating expenses by \$56,967.00. 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 \$20,000.00 to reflect a grant from the Forsyth County Arts Alliance (FCAA) Fund at the North Georgia Community Foundation for Forsyth Reads Together. Motion carried unanimously, with all Board members present.

10. Financial Reports

Nikki Watkins, HR and Finance Manager, presented the FY2024 financial report for the period ending May 31, 2024, as well as the construction project report for the Denmark Library for the period ending June 30, 2024.

11. Search Committee report and discussion

There was a motion by Christy Winters and a second by Kathy Thomas to add Flo Valdes to the Director Search Committee. Motion carried unanimously, with all Board members present.

12. Recognition of Mary Helen McGruder

The Library Board and staff members recognized outgoing Board member Mary Helen McGruder and thanked her for her over 28 years of service on the Library Board of Trustees.

VI. General Discussion (if needed)

Director Anna Lyle gave each Board member a print copy of the Summer 2024 edition of *Library News*, featuring perspectives of other library board members in Georgia.

VII. Executive Session (if needed)

No Executive Session was held.

VIII. Adjournment

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to adjourn the meeting at 7:01 p.m. Motion carried unanimously, with all Board members present.

There will be called meetings of the Forsyth County Public Library Board of Trustees on July 24, 2024 at 10:45 a.m. at the Chamber of Commerce (212 Webb Street, Suite 200, Cumming, GA 30040) and August 26, 2024 at 12:00 p.m. at the Sharon Forks Library (2820 Old Atlanta Road, Cumming, GA 30041).

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