



**Forsyth County Public Library Board of Trustees  
Minutes from July 21, 2025, Regular Meeting**

The Forsyth County Public Library Board of Trustees held its July regular meeting at the Cumming Library on July 21, 2025. Present were Board members Christy Winters (Chair), Lisa Stortzum, and Kathy Thomas. Jakima McCall and Flo Valdes were absent. Also present were Adrienne Junius (Director), Holly Barfield, Ann Decherd, Jeff Fisher, Tonya Wallace, and Nikki Watkins.

**I. Call Meeting to Order**

Christy Winters called the meeting to order at 5:31 p.m.

**II. Adoption of Agenda**

There was a motion by Kathy Thomas and a second by Lisa Stortzum to adopt the Agenda without amendments. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**III. Announcements**

Kathy Thomas announced she is moving out of Forsyth County and is therefore resigning her position on the Library Board of Trustees effective August 29, 2025.

**IV. Adoption of Minutes**

There was a motion by Lisa Stortzum and a second by Christy Winters to adopt the minutes of the May 19, 2025, Library Board regular meeting. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**V. Items Discussed**

**1. Activities Report**

Deputy Director Ann Decherd presented the report on Public Services activities for May/June 2025.

**2. Fiscal Year 2025 Budget Adjustments**

There was a motion by Kathy Thomas and a second by Lisa Stortzum to decrease Federal revenue by \$3,409.91 and Materials expenses by \$4,695.41, and increase Operations expenses by \$1,285.50 to reflect the changes to the Digital Connectivity

Grant. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**3. Fiscal Year 2026 Budget Adjustments**

There was a motion by Lisa Stortzum and a second by Christy Winters to carry forward \$59,068.72 in Operations encumbrances for IT equipment (\$16,440.00), furniture (\$17,857.47), repairs to Hampton Park Library fire sprinklers (\$7,382.25), and enhancements to Polaris (\$17,389.00) from FY2025. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

There was a motion by Christy Winters and a second by Lisa Stortzum to carry forward \$976.32 in Materials encumbrances from FY2025. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

There was a motion by Kathy Thomas and a second by Christy Winters to increase State revenue and Operations expenditures by \$48,500.00 to reflect the FY2026 MRR grant for HVAC replacements at Hampton Park Library and replace some inefficient toilets at Cumming Library. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

There was a motion by Lisa Stortzum and a second by Christy Winters to use \$48,500.00 in committed fund balance as matching funds for the FY2026 MRR grant and increase Operations expenditures by \$48,500.00. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

There was a motion by Christy Winters and a second by Lisa Stortzum to increase State revenues by \$39,146.00; increase Personnel expenditures by \$5,985.00, Materials expenditures by \$10,814.00 and Operations expenditures by \$167.00. A portion of the Personnel expenses related to health insurance premiums and Operations expenditures related to Post E-rate funding were already included in the FY2026 budget, resulting in a decrease in Budgetary Fund Balance of \$22,180.00. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

There was a motion by Kathy Thomas and a second by Christy Winters to increase Federal revenues and Materials expenses by \$191.08 to reflect the portion of the Digital Connectivity related to purchases completed in FY2026. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**4. Adjustment of Transfer from Capital Projects Fund to General Fund**

There was a motion by Kathy Thomas and a second by Lisa Stortzum to clarify the approved motion from May 19, 2025, by approving to return the \$100,000.00 advance made to the Capital Projects Fund on November 15, 2021, to the General Fund, and not from the Denmark Construction Budget. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**5. Information Security Policy**

There was a motion by Christy Winters and a second by Kathy Thomas to approve the updated Information Security Policy, effective July 22, 2025. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**6. Outreach and Extended Services Policy**

There was a motion by Lisa Stortzum and a second by Kathy Thomas to approve the updated Outreach and Extended Services Policy, effective July 22, 2025. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**7. Request for State Aid FY2026**

There was a motion by Kathy Thomas and a second by Christy Winters to authorize Forsyth County Public Library to apply for state aid for FY2026. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**8. Board Approval of Director's Salary FY2026**

There was a motion by Christy Winters and a second by Lisa Stortzum to approve the Director's salary for FY2026. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**9. Request for Letter of Deficiencies and Authorization for Janitorial Contract**

There was a motion by Kathy Thomas and a second by Lisa Stortzum to authorize the Library Director to send a 30-day notice of cleaning deficiencies to American Facility Services and to end the contract at the end of 30 days if deficiencies are not fully corrected. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

There was a motion by Lisa Stortzum and a second by Christy Winters to authorize the Library Director to enter into a new janitorial contract through December 2025 if the janitorial contract is canceled between American Facility Services and Forsyth County Public Library. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

**10. Financial Reports**

FCPL Finance Manager, Tonya Wallace, presented the FY2025 financial report for the period ending May 31, 2025, as well as the construction project report for the Denmark Library for the period ending July 14, 2025.

**VI. General Discussion**

Adrienne Junius provided a brief overview of FCPL's soon-to-be released staff procedures for using AI, the Library's Interlibrary Loan (ILL) process, and staff guidelines for de-escalation.

Adrienne Junius shared financial statements for the past year for the Forsyth County Public Library Fund which is managed by the North Georgia Community Foundation (NGCF). FCPL has a sponsorship policy in development. Many libraries use a non-profit library foundation such as the FCPL Fund or the FCPL Friends and Advocates to manage sponsorships. The Board briefly discussed pros and cons of each of these options. Former FCPL Programming Manager, Kim Ottesen, shared that at one time certain grants required that all FCPL Board Members make a yearly donation to the FCPL Fund.

There was no consensus about current donation requirements by Board members. Adrienne recommended tabling this discussion until the September meeting.

Christy Winters proposed FCPL offer additional opportunities for Board training. Adrienne recommended a one-day Board retreat that would include training on various topics. The Board expressed interest in this option and Adrienne will look into potential dates.

Adrienne Junius asked the Board if there were any additional statistics they would like in their Board Packets. The Board unanimously agreed they prefer the new Fiscal Year Board Meeting Packet binder system over the individually bound Board Meeting Packets.

Adrienne Junius announced that in the near future FCPL will be rolling out a new service that will automatically renew patron library cards without the need for manual address checks.

**VII. Executive Session (if needed)**

No Executive Session was held.

**VIII. Adjournment**

There was a motion by Kathy Thomas and a second by Lisa Stortzum to adjourn the meeting at 6:40 p.m. Motion carried unanimously with three Board members in favor (Stortzum, Thomas, and Winters) and two members absent (McCall and Valdes).

The next scheduled regular meeting of the Forsyth County Public Library Board of Trustees will be Monday, September 15, 2025, at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.