



Forsyth County Public Library Board of Trustees Summary of Actions Taken at July 21, 2025, Regular Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 21, 2025, at 5:30 p.m.

Present were Board members Christy Winters (Chair), Lisa Stortzum, and Kathy Thomas. Jakima McCall and Flo Valdes were absent. The following is a summary of actions taken at this meeting:

- I. Call Meeting to Order
Called to Order at 5:31 p.m.

- II. Adoption of Agenda
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to adopt the Agenda as presented.

- 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
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to adopt the minutes of the May 19, 2025, Library Board meeting.

- V. Items to be Discussed
 1. Activities Report
No action was taken.

 2. Fiscal Year 2025 Budget Adjustments
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) 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.

 3. Fiscal Year 2026 Budget Adjustments
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to make the following adjustments to the Fiscal Year 2026 budget:
 - **Approval 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.**

- Approval to carry forward \$976.32 in Materials encumbrances from FY2025.
 - Approval 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.
 - Approval to use \$48,500.00 in committed fund balance as matching funds for the FY2026 MRR grant; increase Operations expenditures by \$48,500.00.
 - Approval 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.
 - Approval to increase Federal revenues and Materials expenses by \$191.08 to reflect the portion of the Digital Connectivity related to purchases completed in FY2026.
4. Adjustment of Transfer from Capital Project to General Fund
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) 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.
 5. Information Security Policy
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to approve the updated Information Security Policy, effective July 22, 2025.
 6. Outreach and Extended Services Policy
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to approve the updated Outreach and Extended Services Policy, effective July 22, 2025.
 7. Request for State Aid FY2026
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to authorize Forsyth County Public Library to apply for state aid for FY2026.
 8. Board Approval of Director's Salary FY2026
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to approve the Director's salary for FY2026.
 9. Request for Letter of Deficiencies and Authorization for Janitorial Contract
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) 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.

The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) 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.

10. Financial reports
No action was taken.

VI. General Discussion

1. AI Staff Procedures and Update to Staff Handbook
No action was taken.

2. Interlibrary Loan (ILL) Procedure
No action was taken.

3. De-Escalation Handouts
No action was taken.

VII. Executive Session (*if needed*)
No Executive Session was held.

VIII. Adjournment
The Board voted unanimously (with Ms. McCall and Ms. Valdes absent) to adjourn the meeting at 6:40 p.m.

A full draft of minutes from this meeting will be posted to the FCPL website (ForsythPL.org/board) upon completion.

The next regularly scheduled 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.