



Forsyth County Public Library Board of Trustees Minutes from March 21, 2022 Meeting

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 21, 2022. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Lisa Stortzum, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Stephen Kight, Tricia Syler, and Nikki Watkins.

I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 5:31 p.m.

II. Adoption of Agenda

There was a motion by Mary Helen McGruder and a second by Christy Winters 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 Lisa Stortzum and a second by Kristin Morrissey to adopt the minutes of the February 14, 2022 Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Activities Report

Stephen Kight, Deputy Director, presented the report on Public Services activities for January/February 2022.

2. Denmark Library update

Anna Lyle gave an update on the progress of the planning phase of the Denmark Library.

3. Denmark Library budget

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to approve the Denmark Library capital project budget as presented by staff, with total sources (revenues and fund balance) and expenditures of \$13,151,965. Motion carried unanimously, with all Board members present.

4. Fiscal Year 2021 audit report

There was a motion by Kathy Thomas and a second by Kristin Morrissey to accept the Library's Fiscal Year 2021 audit as presented. Motion carried unanimously, with all Board members present.

5. Fiscal Year 2021 AUP report

There was a motion by Lisa Stortzum and a second by Kathy Thomas to accept the FY2021 AUP Report for State Grants as presented. Motion carried unanimously, with all Board members present.

6. Uncollectable patron debt

There was a motion by Kristin Morrissey and a second by Christy Winters to write off \$34,374.45 in patron debt remaining from 2018. Motion carried unanimously, with all Board members present.

7. State MRR grants update

Anna Lyle shared with the Board a list of projects completed with the funds from several State MRR grants.

8. Fund Balance policy

There was a motion by Christy Winters and a second by Lisa Stortzum to approve the revised Fund Balance policy, effective March 21, 2022. Motion carried unanimously, with all Board members present.

9. Proposed uses of fund balance

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to use \$259,719.09 in committed fund balance to purchase the FLX AMH (automated materials handling) system for the Post Road Library; approval to increase Operations expenses by \$259,719.09. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Christy Winters to uncommit remaining funds in the IT Maintenance, IT Equipment, and FCN Digitization categories. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Lisa Stortzum to transfer \$300,000 in fund balance (General Fund) to the Capital Projects Fund for use for the Denmark Library project. Motion carried unanimously, with all Board members present.

10. Proposed Fiscal Year 2022 budget adjustments

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to increase Donations revenue by \$4,080.00, Materials expenses by \$3,330.00, and Operations expenses by \$750.00 to reflect a grant received from The United Way for the purchase of resource kits for seniors and caregivers and the related supplies. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Christy Winters to approve staff to implement FY2022 state funding increases as needed to facilitate timely compliance with GPLS instructions; any budget adjustments shall be ratified by the Library Board at its next meeting. Motion carried unanimously, with all Board members present.

11. Financial report

Nikki Watkins presented the FY2022 financial report for the period ending January 31, 2022.

VI. General Discussion (if needed)

No discussion.

VII. Executive Session (if needed)

No Executive Session was held.

VIII. Adjournment

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to adjourn the meeting at 6:31 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 May 16, 2022 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Street, Cumming, GA 30040.