



Forsyth County Public Library Board of Trustees Minutes from September 27, 2021 Meeting

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 27, 2021. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Lisa Stortzum, Kathy Thomas, and Christy Winters. (Ms. Thomas arrived at 5:33 p.m.) Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Stephen Kight, and Tricia Syler.

I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 5:30 p.m.

II. Adoption of Agenda

There was a motion by Mary Helen McGruder and a second by Christy Winters to adopt the Agenda as amended:

- Add Item #10 – Additional service for the professional architectural services contract

Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one member absent (Thomas).

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Christy Winters and a second by Kristin Morrissey to adopt the minutes of the July 19, 2021 Library Board meeting. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one member absent (Thomas).

V. Items Discussed

1. Activities Report

Stephen Kight, Deputy Director, introduced the Board to the library's new Communications Manager, Leslie Marinelli, and presented the report on Public Services activities for July/August 2021.

2. Governance of the Forsyth County Public Library

There was a discussion of how the Library's Constitution and Bylaws and other legal documents explain the business relationship between the Forsyth County Public Library and the Forsyth County Government.

10. Additional service for the professional architectural services contract

There was a motion by Kathy Thomas and a second by Christy Winters to increase the contract amount with McMillan Pazdan Smith Architecture for professional architectural services from \$568,800 to \$572,600. Motion carried unanimously, with all Board members present.

3. Bid for janitorial services

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to award the janitorial services contract to Building Maintenance Services, Inc. for the period from January 1, 2022 to December 31, 2022, with the option to renew for two additional years, for the amount of \$60,420.00 annually. Motion carried unanimously, with all Board members present.

4. Bid for landscape services

There was a discussion of the landscape bids received and the service options available to the library. Board members were in general agreement for staff to explore the option of joining the County's landscape services contract. No action was taken.

5. Bid for HVAC preventive maintenance services

There was a motion by Christy Winters and a second by Kathy Thomas to accept the staff recommendation to reject all bids submitted for HVAC preventive maintenance services and to solicit quotes on an as needed basis. Motion carried unanimously, with all Board members present.

6. Elections of Officers for Library Board of Trustees

There was a motion by Kathy Thomas and a second by Lisa Stortzum to retain the current officers for the Forsyth County Public Library Board of Trustees:

- **Chairman – Mary Helen McGruder**
- **Vice-Chairman – Christy Winters**
- **Secretary/Treasurer – Kristin Morrissey**

Motion carried unanimously, with all Board members present.

Per the Library's Constitution, these "officers will serve for one year or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected."

7. Cumming Library renovations

Holly Barfield, IT & Facilities Manager, and Stephen Kight gave the Board an overview of the improvements that have been completed at the Cumming Library.

8. Proposed Fiscal Year 2022 budget adjustments

There was a motion by Kathy Thomas and a second by Lisa Stortzum to increase Donations revenue and Operations expenses by \$2,900.00 to reflect a grant from the Forsyth County Arts Alliance (FCAA) Fund at the Forsyth County Community Foundation for arts-related programs. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Kathy Thomas to increase Federal revenue by \$42,771.40 and Materials expenses by \$27,638.05 (to reflect the ARPA Digital Inclusion Grant) and Operations expenses by \$15,133.35 (to reflect the ARPA Tech Grant) received from GPLS. Motion carried unanimously, with all Board members present.

9. Financial report

Anna Lyle, Library Director, presented the FY2022 financial report for the period ending July 31, 2021.

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 Lisa Stortzum to adjourn the meeting at 6:54 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 November 15, 2021 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.