

**Forsyth County Public Library Board of Trustees
Minutes from March 19, 2013 Meeting**

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 19, 2013. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Also present were Jon McDaniel (Director), Anna Lyle, Carla Beasley, Holly Barfield, Stephen Kight, and other staff members. Alyssa LaRenzie with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of January 15, 2013 Library Board Meeting Minutes

Motion was made by Bob Keller to approve the minutes of the January 15, 2013 meeting. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Purchasing an Automated Materials Handling System for the Sharon Forks Library

Jon McDaniel explained that \$1,000,000 in library impact fees must be spent on projects in the south end of the county before “sunsetting.” These impact fees represent funds collected as of Year End 2011. Mr. McDaniel said that there might be an additional \$100,000 available in the fund from 2012. Mr. McDaniel recommended using part of these funds to purchase an automated materials handling system (AMH) for the Sharon Forks Library, which has the heaviest circulation rate in the county. Mr. McDaniel distributed drawings reflecting layouts of the proposed system, which would include internal and external input stations. He noted that the system can be reconfigured later when the library undergoes expansion and renovation. In accordance with the library’s purchasing policy (which allows for bids to be valid for six months), the library’s bid award to Bibliotheca for an AMH for the Post Road Library is valid until mid-May. The cost of the system for the Sharon Forks Library is \$162,975. Mr. McDaniel noted that there will be an additional cost of \$10,000 for building modification to properly locate the equipment. Equipment at the Sharon Forks Library would be installed after the new Post Road Library is open.

Motion was made by Jean Bowline to contract with Bibliotheca to purchase an automated materials handling system (AMH) for the Sharon Forks Library for \$162,975. The funding source is library impact fees designated for the south end of Forsyth County. Kristin Morrissey seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Revision to Pay Plan and Pay Scale Policy

Anna Lyle, Assistant Director for Support Services, explained that the library’s Personnel Policy Manual does not fully explain some of the library’s practices associated with calculating merit increases, and asked the Board to formalize the library’s preferences in how merit increases are calculated and administered. Ms. Lyle recommended that the policy be revised to reflect that 1)

merit increases are prorated during the first year of employment and 2) the method of calculating merit increases may change based on the available funding.

Motion was made by Tim Plotner to approve the revised Personnel Policy D-7—Pay Plan and Pay Scale, effective March 19, 2013. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Purchasing eBooks in the Subject Areas of Genealogy, Health, and Business

Jon McDaniel said that, in Fiscal Year 2010, \$190,000 from the materials budget had not been spent in order to focus on the Opening Day Collection for the Hampton Park Library. The Board committed these funds to be used for future materials projects and about \$111,000 remains. Mr. McDaniel requested Board approval to transfer \$30,000 from this committed fund balance to the Fiscal Year 2013 Materials budget. These funds would be used to purchase a six-category collection of genealogy eBooks (at a significant discount over buying individual categories) and a start-up collection of Health and Business eBooks. Mr. McDaniel explained that these eBooks would be owned by the library but would not be updated, and patrons would have perpetual, unlimited access.

Motion was made by Bob Keller to use \$30,000 in fund balance previously committed for Materials purchases for the purpose of purchasing eBooks in the subject areas of genealogy, health, and business. Tim Plotner seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Updating Staff and Public Areas not included in the 2007 Renovation of the Cumming Library

Jon McDaniel explained that staff vacancies had resulted in savings in the Personnel budget. He recommended moving \$22,000 from the Personnel budget to the Operations budget to fund an upgrade to staff and public areas that were not renovated in the 2007 Cumming Library renovation. The proposed work would include updating the new book display area at the entrance to the library, as well as staff and public restrooms and the staff break room.

Motion was made by Tim Plotner to transfer \$22,000 in budgeted Personnel expenses to Operations expenses for the purpose of updating staff and public areas not included in the 2007 renovation of the Cumming Library. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Fiscal Year 2013 Budget Adjustments

Anna Lyle requested Board approval for three additional budget adjustments. The first adjustment reduces State Personnel revenues and expenses by \$1,013.52 to reflect a reduction in funding for one of the library's state-funded positions. This reduction occurred when a state-funded employee reduced her work hours and became ineligible to be a state-funded employee. The state-funded position was then assigned to another employee. Ms. Lyle explained the factors considered in calculating the amount of state funding, such as the incumbent's years of professional library experience and benefits participation.

The second adjustment reflects a donation of \$2,500 from the FCPL Friends and Advocates to purchase books to be used as prizes for Summer Reading Club participants.

The third adjustment reflects a donation of \$2,000 from Literacy Forsyth to pay part of the speaker's fee for this year's Forsyth Reads Together program.

Motion was made by Kristin Morrissey to reduce State personnel revenues and expenses by \$1,013.52 to reflect revised State funding allocation; change in funding is due to change in staff member assigned to state-funded position. Bob Keller seconded the motion. The motion passed unanimously, with all Board members present.

Motion was made by Jean Bowline to increase Other revenues and Operations expenses by \$2,500 to reflect a donation from the FCPL Friends and Advocates. Tim Plotner seconded the motion. The motion passed unanimously, with all Board members present.

Motion was made by Tim Plotner to increase Other revenues and Operations expenses by \$2,000 to reflect a donation from Literacy Forsyth. Bob Keller seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Option to Convert a State-funded Position for Fiscal Year 2014

Anna Lyle explained that Library Board approval is required by the Georgia Public Library Service on an annual basis to approve or decline the option to convert one or more state-funded positions for \$55,000 each, an amount that has not changed for a number of years. Because the library receives a higher amount of funding by placing a specific person into each position, Ms. Lyle recommended declining the option to convert a state-funded position.

Motion was made by Bob Keller to decline the opportunity to convert a state-funded position for \$55,000 in state funding for Fiscal Year 2014. Kristin Morrissey seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Library's Fiscal Year 2014 Budget

Anna Lyle presented the proposed FY2014 budget. Key points included:

- The library is budgeting conservatively.
- The Communications line includes a \$50,000 increase for data lines between the branches.
- The Georgia Public Library Service (GPLS), which currently provides the library's internet access through a state-wide network, has determined that it will be less expensive for each library to establish a local agreement and be reimbursed by GPLS for the amount not reimbursed by E-Rate. This change will result in an additional state grant that, when combined with E-Rate funding, should offset the \$50,000 Communications increase.
- The Personnel budget has increased to reflect new positions related to the Post Road Library and increases in the employer's cost of participating in the Teachers Retirement System of Georgia and the State Health Benefit Plan.
- Many lines in the Operations budget have increased due to the anticipated costs of operating the Post Road Library.

The proposed budget reflects an overall increase of 9.4% over the adjusted FY2013 budget, mostly due to the new Post Road Library. Ms. Lyle noted that Forsyth County has already approved one-half of the funding needed to operate the Post Road Library. The proposed budget depends upon the remaining one-half being approved in the County's 2014 budget.

Motion was made by Tim Plotner to approve FCPL's Fiscal Year 2014 proposed budget as presented, including revenues of \$5,197,417, expenditures of \$5,320,500, reserves of \$160,000, and \$283,083 in budgetary fund balance. Bob Keller seconded the motion. The motion passed unanimously, with all Board members present.

Discussion of Library's Calendar Year 2014 County Budget Request

Anna Lyle presented the proposed Calendar Year 2014 County budget request. As noted under the previous agenda item, one-half of the annual cost to operate the new Post Road Library had been approved in the County's CY2013 budget. For CY2014, the library is requesting \$178,100, the second half of the annual cost. Ms. Lyle reported that the proposed request also includes \$67,300 to fund opening each branch one additional evening, extending the closing time from 5:30 to 8:30 p.m. In addition, the library is requesting \$102,300 as a placeholder in case the County decides to award merit increases to employees in 2014.

Motion was made by Jean Bowline to approve FCPL's Calendar Year 2014 County proposed budget request as presented. Kristin Morrissey seconded the motion. The motion passed unanimously, with all Board members present.

Other Business:

Library Financial Report for January 2013

Anna Lyle presented the financial statement report for the period ending January 31, 2013. She indicated that both revenues and expenditures are in line with where they should be at this point in the fiscal year. There was no discussion.

January/February 2013 Activities Report

Steve Kight, Assistant Director for Public Services, reviewed the activities report for January and February 2013. He stated that this had been a busy time for the library, with something offered for everyone – including teens, students, families, and business owners. He said that word had gotten out to local schools about a new language learning program for children, Muzzy, and it had been used by several hundred patrons during the first few weeks it was offered. Mr. Kight distributed sample FCPL magnets that are now available for a small donation. Mr. Kight also reported that the bookstore operated by the FCPL Friends and Advocates at the Cumming Library had made over \$20,000 in its first year. Mary Helen McGruder stated that the dedication shown by members of the Friends and Advocates was phenomenal. Mr. Kight also noted that the use of wireless sessions had increased by 71% and that the library's Facebook page now has over 1,000 "likes."

Mary Helen McGruder announced that Forsyth Reads Together would be very exciting this year. She said that the media and board members would be notified of the author's name as soon as it could be disclosed. Steve Kight added that the author has won a Pulitzer Prize. The author event is planned for September 2013.

Post Road Library Update

Carla Beasley, Assistant Director for Planning and Facilities, displayed the antique post office box cabinet that will be featured in the new Post Road Library. She reported that the draft artwork was close to being finalized, and described where the scenic panels would be placed in the library. The artwork includes a historical collage honoring the Drew community (overlaid with 1900 census data), as well as a tree of dreams in the children's area and scenes of Sawnee Mountain, local wetland areas, and agricultural fields. Mary Helen McGruder commented that it was exciting to provide this opportunity for the community to experience the rich history of Forsyth County. Ms. McGruder also acknowledged the grant funds provided by the Forsyth County Arts Alliance for this artwork.

Ms. Beasley distributed recent pictures of the construction site and reported on the status of construction. She explained that the building was now enclosed and all sheetrock was installed. She noted that the building should be turned over to the library around June 10, 2013. Jon McDaniel explained that, as part of LEED certification, the air handlers would run for a two-week period in the unoccupied building to avoid a "new building" smell. Ms. Beasley and Mr. Kight explained the estimated timeframe for hiring supervisors, receiving and shelving the collection of materials, and other aspects of preparing the new library for patrons. Mr. McDaniel estimated that the library will open in late July or early August. In response to Mr. Plotner's question about the staff's satisfaction with the general contractor, Ms. Beasley reported that Benning Construction Company was doing a very good job.

Closed Session for Discussion of Land Acquisition for a Future Library Project

Kristin Morrissey moved to go into closed session to discuss land acquisition for a future library project. Bob Keller seconded the motion. The motion passed unanimously, with all Board members present.

Kristin Morrissey moved to go out of closed session and return to regular session. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Motion was made by Bob Keller to pay \$240,000 in SPLOST 6 funds to the Parks, Recreation, and Green Space Bond as reimbursement for 5 acres designated for a public library in the Matt Community Park at Settingdown Creek. Jean Bowline seconded the motion. The motion passed unanimously, with all Board members present.

Motion was made by Kristin Morrissey to adjourn the meeting. Tim Plotner seconded the motion. The motion passed unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, May 21, 2013 at 5:30 PM at the Cumming location.