



## **Forsyth County Public Library Board of Trustees Summary of Action Taken at July 17, 2017 Meeting**

The Forsyth County Public Library Board of Trustees held its July meeting at the Hampton Park Library on July 17, 2017 at 5:30 p.m.

Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. (Mr. Plotner arrived at 5:35 p.m. and Mr. Keller arrived at 5:45 p.m.). The following is a summary of action taken at this meeting:

- I. Call Meeting to Order  
**Called to Order at 5:30 p.m.**
  
- II. Adoption of Agenda  
**The Board voted unanimously (with Mr. Plotner and Mr. Keller absent) to adopt the content of the Agenda.**
  
- III. Announcements  
**Kristin Morrissey read a disclosure statement regarding her dual role as Forsyth County Board of Education Chairperson and Library Board Member.**
  
- IV. Adoption of Minutes
  1. **The Board voted unanimously (with Mr. Keller absent) to adopt the minutes of the May 15, 2017 Library Board meeting.**
  2. **The Board voted unanimously (with Mr. Keller absent) to adopt the minutes of the June 8, 2017 called Library Board meeting.**
  
- V. Items to be discussed
  1. Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2018 Application for State Aid  
**The Board voted unanimously (with Mr. Keller absent) to approve the *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination.***
  2. Approval of Library Director having signature authorization on behalf of the Library  
**The Board voted unanimously (with Mr. Keller absent) to approve giving signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director.**

6. Proposed Fiscal Year 2018 Budget Adjustments:

**The Board voted unanimously to make the following adjustments to the Fiscal Year 2018 budget:**

- Carry forward \$3,872.13 in Materials encumbrances from FY2017.
- Carry forward \$30,791.28 in Operations encumbrances from FY2017 (Cumming AMH system).
- Adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes a Personnel increase of \$100,309 and a System Services (used for Materials) decrease of \$53,656. Approval to increase Personnel expenses by \$100,309 and decrease Materials expenses by \$53,656.
- Transfer \$53,656 in local funds from Personnel expenses to Materials expenses to offset the reduction in the State System Services Grant.
- Increase Other revenues and Materials expenses by \$2,500 to reflect a donation in memory of Patricia Culver, a former employee.
- Increase State revenues and Operations expenses by \$41,680 to reflect a Major Repair and Renovation (MRR) Grant for a replacement phone system.
- Use \$41,680 in Committed Fund Balance as the required local match for the State MRR Grant for a replacement phone system.

3. Mission, Vision, and Customer Service statements

**The Board voted unanimously (with all members present) to approve the following revised mission and vision statements, effective August 1, 2017:**

**Mission Statement:** FCPL champions literacy, lifelong learning, and personalized service to all patrons.

**Vision Statement:** FCPL is a vital participant in the Forsyth County community, striving to improve the quality of life for everyone.

**The Board voted unanimously to replace the customer service philosophy with the following common purpose and quality standards, effective August 1, 2017:**

**Common Purpose:** We connect with our community through information and inspiration.

**Quality Standards:**

1. Courtesy
2. Connection
3. Community
4. Creativity

4. Artwork for the Sharon Forks Library  
**Discussion was held. No action was taken.**
  5. Dress Code Policy  
**Discussion was held. No action was taken.**
  7. Financial reports  
**Discussion was held. No action was taken.**
  8. Sharon Forks Library construction project report  
**Discussion was held. No action was taken.**
  9. Public Services activities reports  
**Discussion was held. No action was taken.**
- VI. General Discussion  
**No action was taken.**
- VII. Executive Session  
**The Board voted unanimously to enter into executive session for the purpose of discussing land acquisition for a branch library.**
- VIII. Reconvene the Meeting  
**The Board voted unanimously to close the executive session and return to open session.**
- IX. Further Items to be Discussed
1. Denmark/Fowler Road property  
**The Board voted unanimously to approve authorizing the Library Director to take the steps necessary to acquire the entire 9.5 acres available from Forsyth County Schools on Fowler Road, using Library Impact Fees at the price \$763,560, which is the equivalent of purchasing 7.07 acres at \$108,000 per acre.**
- X. Adjournment  
**The Board voted unanimously to adjourn the meeting at 7:45 p.m.**

A full draft of minutes from this meeting will be posted to the FCPL website ([www.forsythpl.org](http://www.forsythpl.org)) upon completion.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, September 18, 2017 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.