



## **Forsyth County Public Library Board of Trustees Summary of Action Taken at September 18, 2017 Meeting**

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 18, 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 5:45 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 absent) to adopt the Agenda as amended:**
  - **Add Item #14 – Library Board’s Fiscal Year 2018 Schedule of Meetings.**
- III. Announcements  
**There were no announcements.**
- IV. Adoption of Minutes  
**The Board voted unanimously (with Mr. Plotner absent) to adopt the minutes of the July 17, 2017 Library Board meeting.**
- V. Items to be discussed
  1. Artwork for the Sharon Forks Library  
**The Board conducted a telephone interview at 5:40 p.m. with artist Tammy Wofsey regarding her proposal to create artwork for the Sharon Forks Library. The Board then tabled this topic until 6:30 p.m. for another interview.**
  2. Election of Officers for Library Board of Trustees  
**The Board voted unanimously to elect the following Officers for Forsyth County Public Library Board of Trustees from September 18, 2017 to September 17, 2018:**
    - **Chairman – Mary Helen McGruder**
    - **Vice-Chairman – Tim Plotner**
    - **Secretary/Treasurer – Kristin Morrissey**

3. Security Camera Policy  
**The Board voted unanimously to approve the proposed new Security Camera Policy, effective September 25, 2017.**
4. Patron Behavior Policy  
**The Board voted unanimously to approve the revised Patron Behavior Policy, effective September 25, 2017.**
5. Demonstration of automated materials handling system at Cumming Library  
**Demonstration was given. No action was taken.**
6. Automated materials handling systems for the Sharon Forks Library  
**The Board voted unanimously to approve the following motions:**
  - **Purchase of two Flex AMHs with Bulk Separator from Bibliotheca at a purchase price of \$291,405.08 as a sole source purchase.**
  - **Removal of Asset #FY1413, the current automated materials handling system at the Sharon Forks Library, and trade it in to Bibliotheca for Flex AMHs with Bulk Separator. The current book value is \$48,892 and trade-in amount is \$60,970.**
1. Artwork for the Sharon Forks Library  
**The Board conducted a telephone interview at 6:30 p.m. with artist Jose Perez regarding his proposal to create artwork for the Sharon Forks Library. The Board then tabled this topic until after Agenda Item #14.**
7. Strategic Plan update – Implementation Plan  
**Discussion was held. No action was taken.**
8. Library North Impact Fees and County's Short Term Work Program (STWP)  
**The Board voted unanimously to ratify the *Schedule of Improvements – STWP Addendum 2016–2021* document as submitted by library staff.**
9. Proposed Fiscal Year 2018 Budget Adjustments:  
**The Board voted unanimously to make the following adjustments to the Fiscal Year 2018 budget:**
  - **Increase County revenues and Materials expenses by \$75,000 to reflect the use of Impact Fees for materials for the Hampton Park Library.**
  - **Increase County revenues and Operations expenses by \$11,898.55 to reflect the use of Impact Fees for information technology equipment for the Hampton Park Library.**
  - **Increase Operations revenues and expenses by \$5,000 to reflect a grant from the Forsyth County Arts Alliance Fund at the North Georgia Community Foundation for Forsyth Reads Together.**
10. Proposed Construction Budget Adjustments  
**The Board voted unanimously to make the following adjustments to the Sharon Forks Construction Project Budget:**

- **Increase Other revenues and Equipment expenses by \$5,000 to reflect a grant from the Forsyth County Arts Alliance Fund at the North Georgia Community Foundation for artwork for the Sharon Forks Library.**
- **Increase Other revenues by \$8,464.06, Equipment expenses by \$5,000, and Other Contingency by \$3,464.06 to reflect the use of interest from the Capital Projects fund.**

11. Financial reports

**Discussion was held. No action was taken.**

12. Sharon Forks Library construction project report

**Discussion was held. No action was taken.**

13. Public Services activities reports

**Discussion was held. No action was taken.**

14. Library Board's Fiscal Year 2018 Schedule of Meetings

**The Board voted unanimously to revise the Fiscal Year 2018 Library Board Schedule of Meetings to reflect change in November meeting date from November 20, 2017 to November 13, 2017.**

1. Artwork for the Sharon Forks Library

**The Board voted unanimously to select artist Tammy Wofsey to create artwork for the Sharon Forks Library at a cost of \$7,350.**

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.**

**The Board voted unanimously to close the executive session and return to open session.**

VIII. Adjournment

**The Board voted unanimously to adjourn the meeting at 8:15 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, November 13, 2017 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Street, Cumming, GA 30040.