



Forsyth County Public Library Board of Trustees Minutes from January 16, 2018 Meeting

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 16, 2018. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Linda Kelly, Stephen Kight, Susan Thornton, Bobby Williams, and other staff members.

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 Tim Plotner and a second by Kristin Morrissey 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 Jean Bowline and a second by Tim Plotner to adopt the minutes of the November 13, 2017 Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Rooms for Public Use policy (currently Meeting Room and Study Room Use policy)

There was a motion by Bob Keller and a second by Tim Plotner to approve the Rooms for Public Use policy with changes as discussed (replaces Meeting Room and Study Room Use policy), effective February 1, 2018. Motion carried unanimously, with all Board members present.

2. Fiscal Year 2017 audit

There was a motion by Tim Plotner and a second by Kristin Morrissey to accept the Library's Fiscal Year 2017 audit as presented. Motion carried unanimously, with all Board members present.

3. Award of contract for voice over internet protocol (VoIP) phone system

There was a motion by Kristin Morrissey and a second by Bob Keller to award the voice over IP services contract to Ambit Solutions, LLC for the amount of \$19,800.00 in initial costs and \$9,670 for annual maintenance. Motion carried unanimously, with all Board members present.

4. Proposed Fiscal Year 2018 budget adjustments

There was a motion by Bob Keller and a second by Jean Bowline to approve the following adjustments to the FY2018 budget:

- Increase Forsyth County revenues by \$117,250 to reflect an increase in funding for calendar year 2018. Increase Personnel expenses by \$72,800, Materials expenses by \$25,000, and Operations expenses by \$19,450.
- Increase Forsyth County revenues and Personnel expenses by \$102,250 to reflect award from Forsyth County Government of 2% COLA increase and 3% merit increase for eligible staff, contingent upon final approval by Board of Commissioners.

Motion carried unanimously, with all Board members present.

5. Financial reports

Anna Lyle presented the FY2018 financial report for the period ending November 30, 2017 and the capital projects financial reports for the period ending January 3, 2018.

6. Sharon Forks Library construction project report

Bobby Williams gave the Board an update on the progress of the construction project at the Sharon Forks Library.

7. Public Services activities reports

Steve Kight presented the report on Public Services activities for November/December 2017.

VI. General Discussion (if needed)

No action was taken.

VII. Executive Session (if needed)

There was a motion by Tim Plotner and a second by Kristin Morrissey to enter into executive session for the purpose of discussing personnel-related matters as described in O.C.G.A. §50-14-3(b)(2). Motion carried unanimously, with all Board members present.

VIII. Reconvene the Meeting

There was a motion by Kristin Morrissey and a second by Jean Bowline to exit executive session and re-enter regular session. Motion carried unanimously, with all Board members present.

IX. Further Items to be Discussed

1. Director's annual evaluation

There was a motion by Kristin Morrissey and a second by Bob Keller to approve an increase in the Director's salary by the same percentage awarded to other eligible employees for 2018 (expected to be a 2% COLA and a 3% merit increase), retroactive to January 1, 2018, contingent upon final approval of funding by the Board of Commissioners. Motion carried unanimously, with all Board members present.

X. Adjournment

There was a motion by Tim Plotner and a second by Bob Keller to adjourn the meeting 6:55 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 a budget work session held on Monday, February 12, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.