



## **Forsyth County Public Library Board of Trustees Minutes from May 21, 2018 Meeting**

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 21, 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 Bob Keller to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

### **III. Announcements**

Kristin Morrissey noted that important issues were being decided the following day at the polls.

### **IV. Adoption of Minutes**

There was a motion by Kristin Morrissey and a second by Jean Bowline to adopt the minutes of the March 19, 2018 Library Board meeting. Motion carried unanimously, with all Board members present.

### **V. Items Discussed**

#### **1. Tour of Pop•Up Library**

Board members toured the Pop•Up Library, which library staff will begin to use on outreach visits in the community.

#### **2. Proposed revisions to FCPL Constitution and Bylaws**

There was a motion by Mary Helen McGruder and a second by Tim Plotner to approve proposed amendments to the Constitution for Forsyth County Public Library, effective May 21, 2018. Motion carried unanimously, with all Board members present.

There was a motion by Jean Bowline and a second by Bob Keller to approve proposed amendments to the Bylaws for Forsyth County Public Library, effective May 21, 2018. Motion carried unanimously, with all Board members present.

**3. Library Board's Fiscal Year 2019 Schedule of Meetings**

There was a motion by Bob Keller and a second by Tim Plotner to approve the Fiscal Year 2019 Library Board Schedule of Meetings as presented. Motion carried unanimously, with all Board members present.

**4. Emergency Medical Situations Policy**

The Board tabled a vote while waiting for copies of Forsyth County Government's AED Policy for comparison.

**5. Fiscal Year 2018 State Major Repair and Renovation (MRR) grant**

There was a motion by Tim Plotner and a second by Jean Bowline to approve the use of \$7,977.50 in state MRR funds and \$7,977.50 in the local match (fund balance) previously approved for phone system replacement for replacement of two HVAC units. Motion carried unanimously, with all Board members present.

**6. Proposed Fiscal Year 2018 Budget Adjustment**

There was a motion by Mary Helen McGruder and a second by Jean Bowline to give approval to partially reverse 7/17/2017 budget adjustment for a State MRR grant in the amount of \$23,802.50 (of \$41,680 original amount). A portion of the work will not be completed by 6/30/18, and will not be eligible for reimbursement in FY2018. Decrease in Operations expenditures of \$47,605 reflects \$23,802.50 funded by MRR grant and \$23,802.50 funded by fund balance. Motion carried unanimously, with all Board members present.

**7. Proposed Fiscal Year 2019 Budget Adjustments**

There was a motion by Tim Plotner and a second by Jean Bowline to make the following adjustments to the Fiscal Year 2019 budget:

- Increase State revenues and Operations expenditures by \$23,802.50 to reflect the MRR grant amount deferred from FY2018.
- Adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes a Personnel decrease of \$1, System Services (used for Materials) increase of \$6,873, and a Materials increase of \$13,870. Approval to decrease Personnel by \$1 and increase Materials by \$20,743.

Motion carried unanimously, with all Board members present.

**4. Emergency Medical Situations Policy**

There was a motion by Kristin Morrissey and a second by Bob Keller to approve the proposed Emergency Medical Situations Policy, effective June 1, 2018. Motion carried unanimously, with all Board members present.

**8. Financial reports**

Anna Lyle presented the FY2018 financial report for the period ending March 31, 2018 and the capital projects financial reports for the period ending May 7, 2018.

**9. Public Services activities reports**

Steve Kight presented the report on Public Services activities for March/April 2018.

**10. Recognition of outgoing Board members, Jean Bowline and Bob Keller**

Proclamations honoring Jean Bowline and Bob Keller were presented. No action was taken.

**VI. General Discussion (if needed)**

No action was taken.

**VII. Executive Session (if needed)**

No Executive Session was held.

**VIII. Adjournment**

There was a motion by Tim Plotner and a second by Kristin Morrissey to adjourn the meeting at 6:36 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 July 16, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.