



Forsyth County Public Library Board of Trustees Summary of Action Taken at May 21, 2018 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 21, 2018 at 5:30 p.m.

Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. 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 to adopt the Agenda as presented.
- III. Announcements
Kristin Morrissey noted that important issues were being decided the following day at the polls.
- IV. Adoption of Minutes
The Board voted unanimously to adopt the minutes of the March 19, 2018 Library Board meeting.
- V. Items to be discussed
 1. Tour of Pop•Up Library
Tour of Pop•Up Library was given. No action was taken.
 2. Proposed revisions to FCPL Constitution and Bylaws
The Board voted unanimously to approve proposed amendments to the Constitution for Forsyth County Public Library, effective May 21, 2018.

The Board voted unanimously to approve proposed amendments to the Bylaws for Forsyth County Public Library, effective May 21, 2018.
 3. Library Board's Fiscal Year 2019 Schedule of Meetings
The Board voted unanimously to approve the Fiscal Year 2019 Library Board Schedule of Meetings as presented.
 4. Emergency Medical Situations Policy
The Board tabled the 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
The Board voted unanimously 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.
6. Proposed Fiscal Year 2018 Budget Adjustment:
The Board voted unanimously 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.
7. Proposed Fiscal Year 2019 Budget Adjustments:
The Board voted unanimously 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.**
4. Emergency Medical Situations Policy
The Board voted unanimously to approve the proposed Emergency Medical Situations Policy, effective June 1, 2018.
8. Financial reports
Discussion was held. No action was taken.
9. Public Services activities reports
Discussion was held. No action was taken.
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
The Board voted unanimously to adjourn the meeting at 6:36 p.m.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, July 16, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.