



## **Forsyth County Public Library Board of Trustees Summary of Action Taken at July 16, 2018 Meeting**

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 16, 2018 at 5:30 p.m.

Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, and Christy Winters. Kathy Thomas was out of the jurisdiction (Orange Beach, Alabama) and participated by conference call. 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 amended:**
  - **Add Item #11 – Land Discussion**
- III. Announcements  
**Anna Lyle introduced the Library’s new Human Resources & Finance Manager, Nikki Watkins, to the Board.**

**Mary Helen McGruder welcomed the two newly appointed Board members Kathy Thomas and Christy Winters.**

**Mary Helen McGruder announced that Kathy Thomas was out of the jurisdiction (Orange Beach, Alabama) and would be participating in the meeting by conference call.**

- IV. Adoption of Minutes  
**The Board voted unanimously to adopt the minutes of the May 21, 2018 Library Board meeting.**
- V. Items to be discussed
  1. Library’s Fiscal Year 2019 Application for State Aid and Federally Required Certifications  
**The Board voted unanimously to approve the certifications outlined in the documents entitled 1) *Fiscal Year 2019 Application for State Aid to Public Libraries* and 2) *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination.***

**The Board voted unanimously to confirm acknowledgement that: 1) Georgia code requires annual bonding of all FCPL financial officers and staff to be filed with the Georgia Public Library Service (GPLS); 2) this coverage is provided by the Forsyth County Government, per Resolution adopted by the Forsyth County Board of Commissioners on November 15, 2012; and 3) FCPL submits annual proof of coverage to GPLS as required by Georgia code.**

2. Signature authority of Library Director on behalf of the Library  
**The Board voted unanimously to approve giving signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director.**
3. Revised Memorandum of Understanding between FCPL and the FCPL Friends and Advocates  
**The Board voted unanimously to approve the revised Memorandum of Understanding between FCPL and the FCPL Friends and Advocates, effective with the execution of the document.**
4. Digitization of *Forsyth County News*  
**The Board discussed benefits and options of digitizing the Forsyth County News.**
5. Forsyth County's Short Term Work Program (STWP)  
**Anna Lyle explained that the Short Term Work Program information was presented to the County for future planning purposes.**
6. Fund Balance  
**The Board voted unanimously to amend a motion previously adopted at the 5/21/18 Board meeting to use \$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, and in its place approve use of \$5,000 in state MRR funds and \$5,000 in the local match (fund balance) previously approved for phone system replacement for replacement of an HVAC unit at the Sharon Forks Library.**
7. Proposed Fiscal Year 2018 budget adjustment  
**The Board voted unanimously to make the following adjustment to the Fiscal Year 2018 budget:**
  - **Approval to partially reverse 7/17/2017 budget adjustment for a State MRR grant in the amount of \$5,050 (of \$41,680 original amount). \$5,000 is for an HVAC unit that has been ordered but not installed, so it is not eligible for reimbursement in FY2018 (total estimated cost \$10,000). \$50 is for the difference between the phone system purchase order and the final invoice (total \$100 less). Decrease in Operations expenditures of \$10,100 reflects \$5,050 funded by MRR grant and \$5,050 funded by fund balance.**

8. Proposed Fiscal Year 2019 budget adjustments  
**The Board voted unanimously to make the following adjustments to the Fiscal Year 2019 budget:**
    - **Approval to increase State revenues and Operations expenditures by \$5,050 to reflect the MRR grant amount deferred from FY2018.**
    - **Approval to carry forward \$4,896.50 to reflect the local match encumbrance of the FY2018 MRR grant for the replacement HVAC unit at Sharon Forks library.**
    - **Approval to carry forward \$6,935 in Operations encumbrances for meeting room tables from FY2018.**
    - **Approval to carry forward \$1,746.19 in Materials encumbrances from FY2018.**
  
  9. Financial reports  
**No action was taken.**
  
  10. Public Services activities reports  
**No action was taken.**
  
  11. Land Discussion  
**The Board discussed future development of the land surrounding the Cumming Library. Mary Helen McGruder recused herself from the discussion.**
- VI. General Discussion (*if needed*)  
**No discussion.**
- VII. Executive Session (*if needed*)  
**No Executive Session was held.**
- VIII. Adjournment  
**The Board voted unanimously to adjourn the meeting at 7:10 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 17, 2018 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.