



## Forsyth County Public Library Board of Trustees Minutes from July 15, 2019 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library on July 15, 2019. Present were Board members Tim Plotner (Chairman), Mary Helen McGruder, Kristin Morrissey, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Monica Hennings, Stephen Kight, Nikki Watkins, Bobby Williams, and other staff members.

### I. Call Meeting to Order

Tim Plotner called the meeting to order at 5:30 p.m.

### II. Adoption of Agenda

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to adopt the Agenda as amended:

- Add Item #10 – Memorandum of Understanding between Forsyth County Schools and FCPL

Motion carried with four Board members in favor (Tim Plotner, Mary Helen McGruder, Kathy Thomas, and Christy Winters) and one Board member recusing herself (Kristin Morrissey).

### III. Announcements

Anna Lyle noted that the called Board meeting for award of the bookmobile contract will be August 12, 2019 at 5:30 p.m.

### IV. Adoption of Minutes

1. There was a motion by Mary Helen McGruder and a second by Christy Winters to adopt the minutes of the May 20, 2019 Library Board meeting. Motion carried unanimously, with all Board members present.
2. There was a motion by Kristin Morrissey and a second by Christy Winters to adopt the minutes of the June 20, 2019 called Library Board meeting. Motion carried unanimously, with all Board members present.

**V. Items Discussed**

**1. Fiscal Year 2020 Application for State Aid and Federally Required Certifications**

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to approve certifications outlined in the documents entitled 1) Fiscal Year 2020 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. Motion carried unanimously, with all Board members present.

There was a motion by Kristin Morrissey and a second by Mary Helen McGruder to acknowledge 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. Motion carried unanimously, with all Board members present.

**2. Proposed revisions to Rooms for Public Use policy**

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the revised Rooms for Public Use policy, effective July 17, 2019. Motion carried unanimously, with all Board members present.

**3. Proposed revisions to the Extended Services policy and Plan for the Distribution of Services**

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to approve the Plan for the Distribution of Services, which replaces the existing Extension Service Plan, effective July 17, 2019. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Christy Winters to approve the Extended Services policy, which replaces the existing Availability of Library Services policy, effective July 17, 2019. Motion carried unanimously, with all Board members present.

**4. Strategic Plan**

Stephen Kight, Deputy Director, gave the Board an update on the Library's Strategic Plan.

**5. Preview of new website**

Holly Barfield, IT Manager, gave the Board a preview of the Library's new website project.

**6. Libraries as Passport Acceptance Facilities**

Anna Lyle presented the Board with information from her research regarding the feasibility of offering passport services at one or more FCPL libraries. No formal action was taken; no Board member was interested in pursuing passport services at FCPL.

**7. Proposed Fiscal Year 2020 Budget Adjustments**

There was a motion by Christy Winters and a second by Kristin Morrissey to carry forward \$5,949.60 in Operations encumbrances for Teen area tables from FY2019. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to carry forward \$479.41 in Materials encumbrances from FY2019. Motion carried unanimously, with all Board members present.

**8. Financial reports**

Nikki Watkins, Human Resources and Finance Manager, presented the FY2020 financial report for the period ending May 31, 2019 and the capital projects financial reports for the period ending July 1, 2019.

**9. Public Services activities reports**

Stephen Kight presented the report on Public Services activities for May/June 2019.

**10. Memorandum of Understanding between Forsyth County Schools and FCPL**

Kristin Morrissey made the following statement: "I am recusing because I serve on the Library Board and the Board of Education – and upon advice of counsel it is appropriate for me to recuse since this MOU involves both agencies."

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the Memorandum of Understanding between Forsyth County Schools and Forsyth County Public Library regarding information sharing for the purpose of providing library services to FCS students. The director has the authority to make minor adjustments to the MOU, assuming both parties and legal counsel are in agreement.

Motion carried with four Board members in favor (Tim Plotner, Mary Helen McGruder, Kathy Thomas, and Christy Winters) and one Board member recusing herself (Kristin Morrissey).

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

No discussion.

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

No Executive Session was held.

**VIII. Adjournment**

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to adjourn the meeting at 7:00 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 September 16, 2019 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040. A called meeting will be held on August 12, 2019 at 5:30 p.m. at the Jon McDaniel Administration Building adjacent to the Cumming Library.