



Forsyth County Public Library Board of Trustees Minutes from September 16, 2019 Meeting

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 16, 2019. Present were Board members Tim Plotner (Chairman), Mary Helen McGruder, Kristin Morrissey, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), 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 Christy Winters and a second by Kathy Thomas to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

III. Announcements

Anna Lyle announced that Staff Training Day will be held on Friday, October 18, 2019 at 9:00 a.m. at the Sharon Forks Library.

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 July 15, 2019 Library Board meeting. Motion carried unanimously, with all Board members present.
2. There was a motion by Mary Helen McGruder and a second by Christy Winters to adopt the minutes of the August 12, 2019 called Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Election of Officers for Library Board of Trustees

There was a motion by Kristin Morrissey and a second by Christy Winters to elect Mary Helen McGruder as Chairman for Forsyth County Public Library Board of Trustees from September 16, 2019 to September 21, 2020. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to elect Christy Winters as Vice-Chairman for Forsyth County Public Library Board of Trustees from September 16, 2019 to September 21, 2020. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to elect Kristin Morrissey as Secretary/Treasurer for Forsyth County Public Library Board of Trustees from September 16, 2019 to September 21, 2020. Motion carried unanimously, with all Board members present.

2. Use of fund balance for Phase I of Cumming Library Upfit

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the use of \$200,000 in fund balance (\$100,000 in committed, \$100,000 in unassigned) for the Cumming Library Upfit; approval to increase Operations expenses by \$200,000. Motion carried unanimously, with all Board members present.

3. Award of bid for Flooring Replacement at the Cumming Library

There was a motion by Christy Winters and a second by Kathy Thomas to approve the Flooring Replacement at the Cumming Library contract to Atlanta Tile and Masonry in the amount of \$273,606. Motion carried unanimously, with all Board members present.

4. Proposed Fiscal Year 2020 budget adjustments

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to approve the budget adjustments as presented in the Board packet found under the tab labeled *FY2020 Budget Adjustments*:

- Increase of Donations revenue and Operations expenses by \$3,500 to reflect a grant from the Forsyth County Arts Alliance (FCAA) Fund at the Forsyth County Community Foundation for the 2020 Forsyth Reads Together author event (Jeff Shaara).

- Increase of Donations revenue and Operations expenses by \$2,500 to reflect a 2019 Community Impact Grant from the North Georgia Community Foundation (NGCF) for the Forsyth Remembers Oral History Project.
- Increase of Donations revenue and Materials expenses by \$500 to reflect a donation from the Lanier Forsyth Rotary Club for books in honor of Rotary speakers.
- Increase of Donations revenue and Operations expenses by \$1,000 to reflect a donation from the Rotary Club of Forsyth County for sponsorship of the Leap Into Literacy program.
- Increase of Donations revenue and Operations expenses by \$1,000 to reflect a donation from the Women United of United Way of Forsyth County for sponsorship of the Leap Into Literacy program.
- Increase of Donations revenue and Operations expenses by \$125 to reflect a grant from the Forsyth County Master Gardeners for the seed library at Hampton Park Library.
- Increase of Donations revenue and Operations expenses by \$1,500 to reflect a donation from the FCPL Friends & Advocates for Summer Reading prizes and staff appreciation.
- Increase of Donations revenue by \$2,000 to correct an error in the original budget entry for the FCPL Friends & Advocates annual donation amount.
- Increase of Federal revenue and Operations expenses by \$5,375 to reflect the LSTA 2020 Prime Time grant.
- Increase of State revenue and Operations expenses by \$37,892.54 to reflect the FY2020 LibTech grant.
- Increase of State revenue and Operations expenses by \$100,000 to reflect the FY2020 MRR grant for the Cumming Library Upfit.

Motion carried unanimously, with all Board members present.

5. Financial report

Nikki Watkins presented the FY2020 financial report for the period ending July 31, 2019.

6. Public Services activities reports

Stephen Kight presented the report on Public Services activities for July/August 2019.

VI. General Discussion (if needed)

Mary Helen McGruder thanked Tim Plotner for his time of service as Chairman of the Library Board.

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 6:18 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 November 18, 2019 at 5:30 p.m. at the Post Road Library, 5010 Post Road, Cumming, GA 30040.