



## **Forsyth County Public Library Board of Trustees Minutes from November 18, 2019 Meeting**

The Forsyth County Public Library Board of Trustees held its November meeting at the Post Road Library on November 18, 2019. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Monica Hennings, Stephen Kight, Nikki Watkins, 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 Kathy Thomas to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

### **III. Announcements**

Mary Helen McGruder announced that Bobby Williams, Facilities and Construction Manager, would be retiring in December 2019.

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

There was a motion by Kathy Thomas and a second by Christy Winters to adopt the minutes of the September 16, 2019 Library Board meeting. Motion carried unanimously, with all Board members present.

### **V. Items Discussed**

#### **1. Cumming Library Renovation**

Holly Barfield, Information Technology Manager, updated the Board on the progress of the Cumming Library renovation.

**2. Fiscal Year 2019 audit**

There was a motion by Tim Plotner and a second by Kristin Morrissey to accept the Library's Fiscal Year 2019 audit as presented. Motion carried unanimously, with all Board members present.

**3. Proposed revisions to Travel Policy**

There was a motion by Kathy Thomas and a second by Christy Winters to approve the revised Travel Policy, effective December 1, 2019. Motion carried unanimously, with all Board members present.

**4. Proposed revisions to Purchasing Policy**

There was a motion by Kristin Morrissey and a second by Tim Plotner to approve the revised Purchasing Policy, effective December 1, 2019. Motion carried unanimously, with all Board members present.

**5. Renewal of contracts**

There was a motion by Kristin Morrissey and a second by Kathy Thomas to approve the renewal of contract for landscaping services to TruCut Landscape Services in the amount of \$49,542.64. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Tim Plotner to approve the renewal of contract for janitorial services to Building Maintenance Services, Inc. in the amount of \$61,200.00. Motion carried unanimously, with all Board members present.

There was a motion by Tim Plotner and a second by Kathy Thomas to approve the renewal of contract for HVAC preventative maintenance services to Willis Mechanical, Inc. in the amount of \$6,212.00. Motion carried unanimously, with all Board members present.

**6. Proposed Fiscal Year 2020 budget adjustments**

There was a motion by Kathy Thomas and a second by Christy Winters to approve the increase of State revenues by \$38,430.36 and Federal revenues by \$23,524.78 for E-Rate reimbursements. Motion carried unanimously, with all Board members present.

There was a motion by Tim Plotner and a second by Kristin Morrissey to approve the increase of Forsyth County revenues and Materials expenses by \$37,500.00 to reflect an increase in Materials funding. Motion carried unanimously, with all Board members present.

There was a motion by Kristin Morrissey and a second by Christy Winters to approve the increase of Forsyth County revenues and Personnel expenses by \$111,130.50 to reflect funding for new positions. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Kristin Morrissey to approve the increase of Forsyth County revenues and Personnel expenses by \$99,586.00 to reflect funding for a 4% merit increase for eligible employees. Motion carried unanimously, with all Board members present.

**7. Financial report**

Nikki Watkins, Human Resources and Finance Manager, presented the FY2020 financial report for the period ending September 30, 2019.

**8. Bookmobile budget (Impact Fees)**

There was a motion by Kathy Thomas and a second by Christy Winters to approve the use of \$400,000 in Impact Fees to purchase and equip the bookmobile, with 60% of expenditures to be made from North Impact Fees and 40% of expenditures to be made from South Impact Fees and Countywide Impact Fees. Motion carried unanimously, with all Board members present.

**9. Bookmobile exterior design**

Sarah Reynolds, Outreach Manager, presented the Board with a rendering of the proposed bookmobile exterior design.

**10. Forsyth Writes Together**

Tracy Walker, Programming Manager, provided a presentation to the Board about what is collectively known as the Forsyth Writes Together programs.

**11. Strategic Plan**

Stephen Kight, Deputy Director, updated the board on the latest regarding the Strategic Plan.

**12. Public Services activities reports**

Stephen Kight presented the report on Public Services activities for September/October 2019.

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

No discussion.

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

No Executive Session was held.

**VIII. Adjournment**

There was a motion by Kristin Morrissey and a second by Tim Plotner to adjourn the meeting at 7:17 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 Wednesday, January 22, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.