



## **Forsyth County Public Library Board of Trustees Minutes from January 22, 2020 Meeting**

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 22, 2020. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, Kathy Thomas, and Christy Winters. Ms. McGruder arrived at 6:04 p.m. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Stephen Kight, Nikki Watkins, and other staff members.

### **I. Call Meeting to Order**

Christy Winters called the meeting to order at 6:02 p.m.

### **II. Adoption of Agenda**

There was a motion by Kristin Morrissey and a second by Tim Plotner to adopt the Agenda without amendments. Motion carried with four Board members in favor (Morrissey, Plotner, Thomas, and Winters) and one Board member absent (McGruder).

### **III. Announcements**

There were no announcements.

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

There was a motion by Kathy Thomas and a second by Kristin Morrissey to adopt the minutes of the November 18, 2019 Library Board meeting. Motion carried with four Board members in favor (Morrissey, Plotner, Thomas, and Winters) and one Board member absent (McGruder).

### **V. Items Discussed**

#### **1. FY2019 Limited AUP Report – State Grants**

There was a motion by Mary Helen McGruder and a second by Christy Winters to accept the FY2019 Limited AUP Report—State Grants as presented. Motion carried unanimously, with all Board members present.

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

There was a motion by Tim Plotner and a second by Kristin Morrissey to reduce State revenues and Materials expenses by \$19,704 due to a 4% state funding decrease. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Christy Winters to increase Donations revenues and Operating expenses by \$3,000 for an additional donation from the FCPL Friends & Advocates. Motion carried unanimously, with all Board members present.

**3. Cumming Library renovation**

Anna Lyle, Library Director, gave the Board an update on future plans related to the Cumming Library renovation.

**4. Library trends that impact revenue**

Stephen Kight, Deputy Director, and Anna Lyle presented information to the Board on trends in public libraries regarding overdue fines.

**5. Fiscal Year 2021 FCPL budget**

There was a motion by Kathy Thomas and a second by Christy Winters to approve FCPL's Fiscal Year 2021 proposed budget as presented, including revenues of \$7,856,405, expenditures of \$7,968,670, reserves of \$239,100, and \$351,365 in budgetary fund balance. Motion carried unanimously, with all Board members present.

**6. Calendar Year 2021 County budget request**

Anna Lyle discussed options for the budget request the library will present to the County for the 2021 Calendar Year. Staff will refine the request based on Library Board feedback and Board approval will be requested at the February 10, 2020 meeting.

**7. World Languages Collection**

There was a motion by Christy Winters and a second by Kristin Morrissey to approve the addition of collections in four additional languages (Marathi, Korean, French, and German) to the Library's materials collection, as well as the addition of youth materials in Tamil and Telugu. Motion carried unanimously, with all Board members present.

**8. Financial report**

Nikki Watkins presented the FY2020 financial report for the period ending November 30, 2019.

**9. Public Services activities reports**

Stephen Kight presented the report on Public Services activities for November/December 2019.

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

There was no discussion.

**VII. Executive Session for Director's annual evaluation**

There was a motion by Mary Helen McGruder and a second by Tim Plotner to enter into executive session for the purpose of discussing personnel-related matters, as described in O.C.G.A. §50-14-3(b)(2). Motion carried unanimously, with all Board members present.

There was a motion by Kristin Morrissey and a second by Christy Winters to close the executive session. Motion carried unanimously, with all Board members present.

**VIII. Reconvene the Meeting**

There was a motion by Tim Plotner and a second by Christy Winters to return to open session. Motion carried unanimously, with all Board members present.

**IX. Further Items to be Discussed**

**1. Director's compensation**

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to increase the Director's salary by 4%, retroactive to the second pay period of 2020, resulting in the following Director's compensation:

State-funded salary =	\$81,472.00
Locally-funded salary =	\$38,876.80
State-funded benefits =	\$31,877.17
Locally-funded benefits =	\$11,625.64
Total compensation =	\$163,851.61

Adjustments in state funding may cause modest variations in total benefits costs and the distribution between state and local funding for salary and benefits, but the total salary amount should remain the same. Motion carried unanimously, with all Board members present.

The 4% pay increase awarded to the Director is the same percentage awarded to other eligible staff.

**X. Adjournment**

There was a motion by Mary Helen McGruder and a second by Christy Winters to adjourn the meeting at 9:15 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 February 10, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.