



Forsyth County Public Library Board of Trustees Minutes from March 16, 2020 Meeting

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 16, 2020. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Stephen Kight, and Nikki Watkins.

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 Kristin Morrissey and a second by Christy Winters to adopt the Agenda as amended, removing the following:

1. Demonstration of new FCPL website
2. Loan periods for outreach patrons
3. Library Programs policy

Motion carried unanimously, with all Board members present.

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Kristin Morrissey and a second by Kathy Thomas to adopt the minutes of the February 10, 2020 Library Board meeting. Motion carried unanimously, with all Board members present

V. Items Discussed

1. Demonstration of new FCPL website

Board voted unanimously to remove from agenda.

2. Loan periods for outreach patrons

Board voted unanimously to remove from agenda.

3. Library Programs policy

Board voted unanimously to remove from agenda.

4. Contagious Symptoms and Contagious Condition policy

There was a motion by Kathy Thomas and a second by Christy Winters to approve the Contagious Symptoms and Contagious Condition policy, effective March 16, 2020. Motion carried unanimously, with all Board members present.

5. Award of contract for furniture for the Cumming Library

There was a motion by Tim Plotner and a second by Christy Winters to approve the contract for furniture for the Cumming Library to Impact Office Interiors in the amount of \$104,056.00. Motion carried unanimously, with all Board members present.

6. Uncollectable patron debt for 2016

There was a motion by Kathy Thomas and a second by Tim Plotner to write off \$34,782.44 in patron debt remaining from 2016. Motion carried unanimously, with all Board members present.

7. Proposed Fiscal Year 2020 budget adjustments

There was a motion by Mary Helen McGruder and a second by Tim Plotner to decrease State revenue and Operations expenses by \$4,300 to reflect the delayed start date of the Comcast data services contract. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Kristin Morrissey to increase Donations and Operating expenses by \$700 to reflect a grant from ALA (American Library Association). Motion carried unanimously, with all Board members present.

There was a motion by Kristin Morrissey and a second by Christy Winters to decrease Personnel expenses by \$104,056 and increase Operations expenses by \$104,056 to purchase furniture for the Cumming Library. Motion carried unanimously, with all Board members present.

8. Financial report

Nikki Watkins, Human Resources & Finance Manager, presented the FY2020 financial report for the period ending January 31, 2020.

9. Public Services activities reports

Stephen Kight, Deputy Director, presented the report on Public Services activities for January/February 2020.

VI. General Discussion (if needed)

There was a discussion of the COVID-19 Virus and its impact on the Library. The Board agreed to let Anna Lyle make any necessary Library decisions and to keep the Board informed.

VII. Executive Session (if needed)

No Executive Session was held.

VIII. Adjournment

There was a motion by Christy Winters and a second by Mary Helen McGruder to adjourn the meeting at 6:12 p.m. Motion carried unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees is scheduled for May 18, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040. Any changes in date, time, location, or format will be posted on www.forsythpl.org.