



Forsyth County Public Library Board of Trustees Minutes from May 18, 2020 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting via teleconference on May 18, 2020 at 5:30 p.m. Pursuant to O.C.G.A. 50-14-1(g), the teleconference format was used due to the current state of emergency related to the COVID-19 pandemic. The meeting was held via simultaneous conferencing (visual and audio) for the Library Board and staff and was simultaneously available to the public.

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, Stephen Kight, Tricia Syler, and Nikki Watkins.

I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 5:32 p.m. and made a statement about the meeting being held via teleconference pursuant to O.C.G.A. 50-14-1(g).

II. Adoption of Agenda

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to adopt the Agenda as amended, postponing the following until the July 20, 2020 Board meeting:

- Item #6 – Award of contract for Accounting and/or Payroll-HR Software RFP.

Motion carried unanimously, with all Board members present.

III. Announcements

Anna Lyle, Library Director, provided an update about a County budget meeting held earlier that day.

IV. Adoption of Minutes

1. There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to adopt the minutes of the March 16, 2020 Library Board meeting. Motion carried unanimously, with all Board members present.
2. There was a motion by Mary Helen McGruder and a second by Tim Plotner to adopt the minutes of the April 27, 2020 called Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Library Board's Fiscal Year 2021 Schedule of Meetings

There was a motion by Mary Helen McGruder and a second by Christy Winters to approve the Fiscal Year 2021 Library Board Schedule of Meetings as presented. Motion carried unanimously, with all Board members present.

2. Signature authority of Library Director on behalf of the Library

There was a motion by Mary Helen McGruder and a second by Christy Winters to give signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director. Motion carried unanimously, with all Board members present.

3. Loan periods for outreach patrons (postponed from March 16, 2020 meeting)

Anna Lyle presented the Board with information regarding loan period flexibility for some outreach patron programs.

4. Library Programs policy (postponed from March 16, 2020 meeting)

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the Library Programs policy, effective May 20, 2020. Motion carried unanimously, with all Board members present.

5. Impact of COVID-19 on the 2020 summer reading program

Tracy Walker, Programming Manager, gave the Board an update on plans for the summer reading program.

6. Award of contract for Accounting and/or Payroll-HR Software RFP

The Board voted unanimously during Adoption of Agenda to postpone until the July 20, 2020 Library Board meeting.

7. Proposed Fiscal Year 2020 budget adjustments

There was a motion by Mary Helen McGruder and a second by Christy Winters to increase State revenues and Operations expenses by \$4,993 to reflect funds received from the State for the purchase of COVID19 supplies. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Tim Plotner to increase State revenues and Materials expenses by \$19,704 due to restoration of State Materials funding initially cut in January 2020. Motion carried unanimously, with all Board members present.

8. Financial report

Anna Lyle presented the FY2020 financial report for the period ending April 30, 2020.

9. Public Services activities reports

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

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 6:39 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 July 20, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.