



## **Forsyth County Public Library Board of Trustees Summary of Action Taken at 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. The following is a summary of action taken at this meeting:

- I. Call Meeting to Order  
**Called to Order at 5:32 p.m.**
  
- II. Adoption of Agenda  
**The Board voted unanimously 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.**
  
- III. Announcements  
**Anna Lyle, Library Director, provided an update about a County budget meeting held earlier that day.**
  
- IV. Adoption of Minutes
  1. **The Board voted unanimously to adopt the minutes of the March 16, 2020 Library Board meeting.**
  
  2. **The Board voted unanimously to adopt the minutes of the April 27, 2020 called Library Board meeting.**
  
- V. Items to be discussed
  1. Library Board's Fiscal Year 2021 Schedule of Meetings  
**The Board voted unanimously to approve the Fiscal Year 2021 Library Board Schedule of Meetings as presented.**
  
  2. Signature authority of Library Director on behalf of the Library  
**The Board voted unanimously to give signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director.**

3. Loan periods for outreach patrons (postponed from March 16, 2020 meeting)  
**No action was taken.**
  4. Library Programs policy (postponed from March 16, 2020 meeting)  
**The Board voted unanimously to approve the Library Programs policy, effective May 20, 2020.**
  5. Impact of COVID-19 on the 2020 summer reading program  
**No action was taken.**
  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:  
**The Board voted unanimously to make the following adjustments to the Fiscal Year 2020 budget:**
    - **Increase State revenue and Operations expenses by \$4,993 to reflect funds received from the State for the purchase of COVID19 supplies.**
    - **Increase State revenues and Materials expenses by \$19,704 due to restoration of State Materials funding initially cut in January 2020.**
  8. Financial report  
**No action was taken.**
  9. Public Services activities reports  
**No action was taken.**
- VI. General Discussion (*if needed*)  
**No discussion.**
- VII. Executive Session (*if needed*)  
**No Executive Session was held.**
- VIII. Adjournment  
**The Board voted unanimously to adjourn the meeting at 6:39 p.m.**

A full draft of minutes from this meeting will be posted to the FCPL website ([www.forsythpl.org](http://www.forsythpl.org)) upon completion.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, July 20, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.