



## **Forsyth County Public Library Board of Trustees Minutes from March 15, 2021 Meeting**

The Forsyth County Public Library Board of Trustees held its March meeting at the Sharon Forks Library on March 15, 2021. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Kathy Thomas, and Christy Winters. Tim Plotner was absent. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Stephen Kight, Tricia Syler, 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 Mary Helen McGruder and a second by Christy Winters to adopt the Agenda as amended:

- Discuss Item 1 (Denmark Library) after Tim Plotner arrives at the meeting.

Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

### **III. Announcements**

There were no announcements.

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

There was a motion by Kristin Morrissey and a second by Christy Winters to adopt the minutes of the January 20, 2021 Library Board meeting. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**V. Items Discussed**

**2. Bookmobile update**

Sarah Reynolds, Outreach Manager, provided a brief presentation about the first months of bookmobile services.

**3. Fiscal Year 2020 audit report**

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to accept the Library's Fiscal Year 2020 audit as presented. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**4. Fiscal Year 2020 AUP report**

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to accept the FY2020 AUP Report for State Grants as presented. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**5. Uncollectable patron debt**

There was a motion by Christy Winters and a second by Kathy Thomas to write off \$38,201.26 in patron debt remaining from 2017. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**6. Compensation Study**

Anna Lyle, Library Director, gave the Board an update on the progress of the compensation study including some options for actions the Board may wish to consider.

**7. Calendar Year 2022 County budget request**

Based on the discussion of the previous item, there was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the Library's Calendar Year 2022 County funding request as discussed, with a total appropriation request of \$7,974,600. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**8. State MRR grants update**

Anna Lyle gave the Board an update of the progress of the State MRR projects.

**9. Use of fund balance to purchase furniture for the Cumming Library**

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the use of \$50,000 in fund balance to purchase furniture for the Cumming Upfit project; approval to increase Operations expenses by \$50,000. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**10. Award of contract for the Furniture and Shelving bid**

There was a motion by Kristin Morrissey and a second by Kathy Thomas to approve the contract for New Furniture and Shelving at the Cumming Library to PMC Commercial Interiors, Inc. in the amount of \$148,117.08. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**11. Award of contract for the Ask Us Desk and Children's Feature bid**

There was a motion by Mary Helen McGruder and a second by Christy Winters to approve the contract for the Ask Us Desk and Children's Feature at the Cumming Library to Think 360 Incorporated in the amount of \$79,435.00. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**12. Award of contract for the New Lights and LED Upgrade bid**

There was a motion by Kathy Thomas and a second by Kristin Morrissey to approve the contract for the New Lights and LED Upgrade at the Cumming Library and Administrative Offices to Etreznik LED in the amount of \$107,938.93. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**13. Proposed Fiscal Year 2021 budget adjustments**

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to increase State revenues and Materials expenses by \$12,590 to reflect new grant information from Georgia Public Library Service. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

There was a motion by Mary Helen McGruder and a second by Christy Winters to increase State revenues and Operations expenses by \$100,000 to reflect MRR Emergency Grant received for Cumming roof project. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

**1. Denmark Library update**

Steve Kight, Deputy Director, presented a potential timeline and several design ideas for the future Denmark Library and also requested feedback from the Board on their preferred level of involvement in the preliminary process.

**14. Financial report**

There was no discussion of the FY2021 financial report for the period ending January 31, 2021.

**15. Public Services activities reports**

Stephen Kight presented the report on Public Services activities for January/February 2021.

**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 6:53 p.m. Motion carried with four Board members in favor (McGruder, Morrissey, Thomas, and Winters) and one member absent (Plotner).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be May 17, 2021 at 5:30 p.m. at the Sharon Forks Library, 2820 Old Atlanta Road, Cumming, GA 30041.