



## **Forsyth County Public Library Board of Trustees Minutes from May 17, 2021 Meeting**

The Forsyth County Public Library Board of Trustees held its May meeting at the Sharon Forks Library on May 17, 2021. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Tim Plotner, and Christy Winters. Kathy Thomas was out of the jurisdiction and participated by video conference. 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 without amendments. Motion carried unanimously.

### **III. Announcements**

There were no announcements.

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

There was a motion by Mary Helen McGruder and a second by Christy Winters to adopt the minutes of the March 15, 2021 Library Board meeting. Motion carried unanimously.

### **V. Items Discussed**

#### **1. Activities report**

Stephen Kight, Deputy Director, presented the report on Public Services activities for March/April 2021.

#### **2. Library Board's Fiscal Year 2022 Schedule of Meetings**

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to approve the Fiscal Year 2022 Library Board Schedule of Meetings as presented. Motion carried unanimously.

**3. Signature authority of Library Director on behalf of the Library**

There was a motion by Tim Plotner 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.

**4. Fund Agreement and Resolution for the Forsyth County Public Library Fund at the Forsyth County Community Foundation, an affiliate of the North Georgia Community Foundation**

There was a motion by Mary Helen McGruder and a second by Tim Plotner to approve the Forsyth County Community Foundation Fund Agreement and Board Resolution, effective May 17, 2021. Motion carried unanimously.

**5. Memorandum of Understanding with the FCPL Friends and Advocates**

There was a motion by Christy Winters and a second by Tim Plotner to approve the revised Memorandum of Understanding between the Forsyth County Public Library and the FCPL Friends and Advocates. Motion carried unanimously.

**6. Memorandum of Understanding with the Forsyth County Master Gardeners**

There was a motion by Christy Winters and a second by Kristin Morrissey to approve the revised Memorandum of Understanding between the Forsyth County Public Library and the Forsyth County Master Gardeners. Motion carried unanimously.

**7. Library Cards and Borrowing Materials policy**

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the revised Library Cards and Borrowing Materials Policy, effective July 1, 2021. Motion carried unanimously.

**8. Dress Code policy (Personnel Policy J-1)**

There was a motion by Christy Winters and a second by Kristin Morrissey to approve the revised Dress Code policy, effective May 18, 2021. Motion carried unanimously.

**9. Commitments of fund balance**

There was a motion by Mary Helen McGruder and a second by Tim Plotner to commit \$100,000 in fund balance to IT Replacement Equipment Plan. Motion carried unanimously.

There was a motion by Kristin Morrissey and a second by Tim Plotner to modify CY2022 funding request to Forsyth County Government by eliminating request for \$100,000 to replace equipment (automated materials handling system at Post Road Library). Motion carried unanimously.

**10. Proposed Fiscal Year 2021 budget adjustment**

There was a motion by Tim Plotner and a second by Mary Helen McGruder to transfer \$20,000 from the Personnel budget to the Materials budget; decrease personnel expenses by \$20,000 and increase Materials expenses by \$20,000. Motion carried unanimously.

There was a motion by Mary Helen McGruder and a second by Christy Winters to increase Donations revenue and Materials expenses by \$850 to reflect funds from the Forsyth County Public Library Fund at the Forsyth County Community Foundation, an affiliate of the North Georgia Community Foundation. Motion carried unanimously.

**11. Financial report**

Nikki Watkins, Human Resources and Finance Manager, presented the FY2021 financial report for the period ending March 31, 2021.

**12. Recognition of Tim Plotner**

Mary Helen McGruder read a Proclamation honoring Tim Plotner for his service to FCPL.

**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 Christy Winters to adjourn the meeting at 6:23 p.m. Motion carried unanimously.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be July 19, 2021 at 5:30 p.m. at the Sharon Forks Library, 2820 Old Atlanta Road, Cumming, GA 30041.