



Forsyth County Public Library Board of Trustees Summary of Action Taken at 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 at 5:30 p.m.

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. The following is a summary of action taken at this meeting:

- I. Call Meeting to Order
Called to Order at 5:30 p.m.
- II. Adoption of Agenda
The Board voted unanimously to adopt the Agenda as presented.
- III. Announcements
There were no announcements.
- IV. Adoption of Minutes
The Board voted unanimously to adopt the minutes of the March 15, 2021 Library Board meeting.
- V. Items to be discussed
 1. Activities report
No action was taken.
 2. Library Board's Fiscal Year 2022 Schedule of Meetings
The Board voted unanimously to approve the Fiscal Year 2022 Library Board Schedule of Meetings as presented.
 3. 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.
 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
The Board voted unanimously to approve the Forsyth County Community Foundation Fund Agreement and Board Resolution, effective May 17, 2021.

5. Memorandum of Understanding with the FCPL Friends and Advocates
The Board voted unanimously to approve the revised Memorandum of Understanding between the Forsyth County Public Library and the FCPL Friends and Advocates.
6. Memorandum of Understanding with the Forsyth County Master Gardeners
The Board voted unanimously to approve the revised Memorandum of Understanding between the Forsyth County Public Library and the Forsyth County Master Gardeners.
7. Library Cards and Borrowing Materials policy
The Board voted unanimously to approve the revised Library Cards and Borrowing Materials Policy, effective July 1, 2021.
8. Dress Code policy (Personnel Policy J-1)
The Board voted unanimously to approve the revised Dress Code policy, effective May 18, 2021.
9. Commitments of fund balance
The Board voted unanimously to commit \$100,000 in fund balance to IT Replacement Equipment Plan.

The Board voted unanimously 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).

10. Proposed Fiscal Year 2021 budget adjustment
The Board voted unanimously 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.

The Board voted unanimously 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.

11. Financial report
No action was taken.
 12. Recognition of Tim Plotner
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 6:23 p.m.

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

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