



Forsyth County Public Library Board of Trustees Minutes from July 20, 2020 Meeting

The Forsyth County Public Library Board of Trustees held its July meeting at the Hampton Park Library on July 20, 2020. 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 conference call. 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 Tim Plotner to adopt the Agenda without amendments. Motion carried unanimously.

III. Announcements

There were no announcements.

IV. Adoption of Minutes

1. There was a motion by Christy Winters and a second by Kristin Morrissey to adopt the minutes of the May 18, 2020 Library Board meeting. Motion carried unanimously.
2. There was a motion by Kristin Morrissey and a second by Tim Plotner to adopt the minutes of the June 3, 2020 called Library Board meeting. Motion carried unanimously.

V. Items Discussed

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

There was a motion by Tim Plotner and a second by Kristin Morrissey to award the contract for Accounting and/or Payroll-HR Software to Tyler Technologies for the Incode software solution for an initial cost of \$55,600 and an annual cost of \$31,872. Motion carried unanimously.

2. Proposed revisions to Library Cards and Borrowing Materials policy [replaces existing Circulation of Library Materials policy]

There was a motion by Christy Winters and a second by Tim Plotner to approve the revised Library Cards and Borrowing Materials policy, effective July 23, 2020. Motion carried unanimously.

3. Proposed revisions to the Outreach and Extended Services policy [replaces existing Extended Services policy]

There was a motion by Mary Helen McGruder and a second by Christy Winters to approve the revised Outreach and Extended Services policy, effective July 23, 2020. Motion carried unanimously.

4. Fowler Road Library

Anna Lyle gave the Board an update on the timeline and priorities for the Fowler Road Library project.

5. Library operations during COVID-19 pandemic

Anna Lyle requested guidance from the Board on the library phasing plan in light of the current increase in COVID-19 activity. No formal action was taken. Without exception, the Board indicated that the service hours effective July 27th would likely remain the same for some time. In anticipation of afterschool activity, the Board encouraged staff to increase the number of patrons allowed in the buildings at one time and the length of time patrons may remain in the buildings. Staff are not expected to monitor whether patrons choosing to be in close proximity to each other are members of the same household.

6. Fund balance estimate and proposed uses

The Board discussed the estimate of fund balance and proposed uses of fund balance. No formal action was taken. Without exception, the Board expressed support of using fund balance to match FY2021 State MRR grants, as well as a portion of the cost to replace the Cumming Library roof. These expected uses will be finalized at future Board meetings.

7. Proposed Fiscal Year 2021 budget adjustments

There was a motion by Mary Helen McGruder and a second by Tim Plotner to carry forward \$74,679.13 in Operations encumbrances for furniture for Cumming Upfit (\$68,870.00) and supplies (\$5,809.13) from FY2020. Motion carried unanimously.

There was a motion by Christy Winters and a second by Kristin Morrissey to carry forward \$5,121.76 in Materials encumbrances from FY2020. Motion carried unanimously.

There was a motion by Kristin Morrissey and a second by Christy Winters to use \$12,500 in fund balance for compensation study budgeted in FY2020, but delayed due to COVID-19. Motion carried unanimously.

There was a motion by Tim Plotner and a second by Mary Helen McGruder to use \$12,000 in committed fund balance for *Forsyth County News* digitization project. Motion carried unanimously.

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to adjust State revenues to reflect new grant information from Georgia Public Library Service, which includes a Personnel decrease of \$2.00, a Materials increase of \$44,065 and a System Services decrease of \$2.00. Approval to decrease Personnel expenses by \$2.00 and increase Materials expenses by \$44,063. Motion carried unanimously.

8. Financial report

Nikki Watkins presented the FY2020 financial report for the period ending May 31, 2020.

9. Public Services activities reports

Stephen Kight presented the report on Public Services activities for May/June 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 Tim Plotner to adjourn the meeting at 6:45 p.m. Motion carried unanimously.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be September 21, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.