



Forsyth County Public Library Board of Trustees Minutes from October 5, 2020 Meeting

The Forsyth County Public Library Board of Trustees held its October meeting (originally scheduled for September 21st) at the Hampton Park Library on October 5, 2020. Present were Board members Christy Winters (Vice-Chairman), Kristin Morrissey, Tim Plotner, and Kathy Thomas. Mary Helen McGruder (Chairman) was absent. Also present were Anna Lyle (Director), Holly Barfield, Stephen Kight, Tricia Syler, and Nikki Watkins.

I. Call Meeting to Order

Christy Winters called the meeting to order at 5:30 p.m.

II. Adoption of Agenda

There was a motion by Kathy Thomas and a second by Kristin Morrissey to adopt the Agenda without amendments. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Kathy Thomas and a second by Tim Plotner to adopt the minutes of the July 20, 2020 Library Board meeting. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

V. Items Discussed

1. Election of Officers for Library Board of Trustees

There was a motion by Kathy Thomas and a second by Kristin Morrissey to maintain the current officers for the next year (October 5, 2020 to September 20, 2021):

- **Chairman – Mary Helen McGruder**
- **Vice-Chairman – Christy Winters**
- **Secretary/Treasurer – Kristin Morrissey**

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

2. Naming of Fowler Road Library

The Board discussed options for names that could be used for the new library that will be located on Fowler Road. No action was taken.

3. Extension of contract for janitorial services

There was a motion by Tim Plotner and a second by Christy Winters to extend for one year the janitorial services contract with Building Maintenance Services, Inc. in the amount of \$61,200. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

4. Extension of contract for HVAC preventative maintenance services

There was a motion by Tim Plotner and a second by Kathy Thomas to extend for one year the HVAC preventative maintenance services contract with Willis Mechanical, Inc. in the amount of \$6,212. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

5. Strategic Plan

Stephen Kight, Deputy Director, presented the FY2021 Implementation Plan for the FCPL Strategic Plan.

6. Authorization for Director to elect optional plan provisions for 403(b) and 457(b) plans as permitted by the SECURE Act and the CARES Act

There was a motion by Kristin Morrissey and a second by Tim Plotner to authorize the Director to elect optional plan provisions for 403(b) and 457(b) plans as permitted by the SECURE Act and the CARES Act. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

7. Ratification of temporary changes to FCPL policies due to COVID-19

There was a motion by Tim Plotner and a second by Kathy Thomas to ratify the temporary changes to FCPL policies due to COVID-19 as summarized by staff, and to empower the director, at her discretion, incrementally to return to normal operations and policies, encouraging the director to do so as quickly as possible, balancing safety with the importance of services to our patrons. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

8. Compensation philosophy

Anna Lyle, Library Director, and the Board discussed questions from Evergreen Solutions (consultant for salary study) regarding the library's compensation philosophy.

9. Evaluation form for Director position

The Board provided direction regarding the proposed evaluation form for the Library Director.

10. Proposed Fiscal Year 2021 budget adjustments

There was a motion by Tim Plotner and a second by Kristin Morrissey to increase Donations revenue and Materials expenses by \$500 to reflect a donation from the Lanier Forsyth Rotary Club for books in honor of Rotary speakers. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

There was a motion by Kristin Morrissey and a second by Christy Winters to increase Donations revenue and Operations expenses by \$3,000 to reflect a grant from the Forsyth County Arts Alliance (FCAA) Fund at the Forsyth County Community Foundation for arts related virtual programs. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

There was a motion by Christy Winters and a second by Kathy Thomas to increase State revenue and Operations expenses by \$13,508.45 to reflect the FY2021 LibTech grant. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

There was a motion by Kathy Thomas and a second by Tim Plotner to increase State revenue and Operations expenses by \$100,000 to reflect the FY2021 MRR grant for the purchase and installation of a generator for the Cumming Library and Administrative Offices. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

There was a motion by Tim Plotner and a second by Kristin Morrissey to use \$100,000 in fund balance as matching funds for the MRR grant for purchase and installation of a generator for the Cumming Library and Administrative Offices; approval to increase Operations expenses by \$100,000. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

There was a motion by Kristin Morrissey and a second by Christy Winters to increase State revenue and Operations expenses by \$360,000 to reflect the FY2021 MRR Repurposing grant for the continuation of the Cumming Upfit project. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

There was a motion by Christy Winters and a second by Kathy Thomas to use \$40,000 in fund balance as matching funds for the MRR Repurposing grant for the continuation of the Cumming Upfit project; approval to increase Operations expenses by \$40,000. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

11. Financial report

Nikki Watkins, Human Resources & Finance Manager, presented the FY2021 financial report for the period ending August 31, 2020.

12. Public Services activities reports

Stephen Kight presented the report on Public Services activities for July/August 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 Tim Plotner and a second by Kristin Morrissey to adjourn the meeting at 7:20 p.m. Motion carried with four Board members in favor (Winters, Morrissey, Plotner, and Thomas) and one member absent (McGruder).

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be November 16, 2020 at 5:30 p.m. The meeting is currently scheduled at the Cumming Library, but may be changed to a different library branch.