



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

Present were Board members Christy Winters (Vice-Chairman), Kristin Morrissey, Tim Plotner, and Kathy Thomas. Mary Helen McGruder (Chairman) was absent. 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 (with Ms. McGruder absent) to adopt the Agenda as presented.
- III. Announcements
There were no announcements.
- IV. Adoption of Minutes
The Board voted unanimously (with Ms. McGruder absent) to adopt the minutes of the July 20, 2020 Library Board meeting.
- V. Items to be discussed
 1. Election of Officers for Library Board of Trustees
The Board voted unanimously (with Ms. McGruder absent) that the following Officers for Forsyth County Public Library Board of Trustees shall remain the same and is effective October 5, 2020 to September 20, 2021:
 - **Chairman – Mary Helen McGruder**
 - **Vice-Chairman – Christy Winters**
 - **Secretary/Treasurer – Kristin Morrissey**
 2. Naming of Fowler Road Library
No action was taken.
 3. Extension of contract for janitorial services
The Board voted unanimously (with Ms. McGruder absent) to extend for one year the janitorial services contract with Building Maintenance Services, Inc. in the amount of \$61,200.

4. Extension of contract for HVAC preventative maintenance services
The Board voted unanimously (with Ms. McGruder absent) to extend for one year the HVAC preventative maintenance services contract with Willis Mechanical, Inc. in the amount of \$6,212.
5. Strategic Plan
No action was taken.
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
The Board voted unanimously (with Ms. McGruder absent) 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.
7. Ratification of temporary changes to FCPL policies due to COVID-19
The Board voted unanimously (with Ms. McGruder absent) 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.
8. Compensation philosophy
No action was taken.
9. Evaluation form for Director position
No action was taken.
10. Proposed Fiscal Year 2021 Budget Adjustments
The Board voted unanimously (with Ms. McGruder absent) 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.

The Board voted unanimously (with Ms. McGruder absent) 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.

The Board voted unanimously (with Ms. McGruder absent) to increase State revenue and Operations expenses by \$13,508.45 to reflect the FY2021 LibTech grant.

The Board voted unanimously (with Ms. McGruder absent) 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.

The Board voted unanimously (with Ms. McGruder absent) 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.

The Board voted unanimously (with Ms. McGruder absent) 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.

The Board voted unanimously (with Ms. McGruder absent) 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.

11. Financial report
No action was taken.

12. Public Services activities reports
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 (with Ms. McGruder absent) to adjourn the meeting at 7:20 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, November 16, 2020 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.