



## **Forsyth County Public Library Board of Trustees Summary of Action Taken at 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 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 conference call. 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
  1. **The Board voted unanimously to adopt the minutes of the May 18, 2020 Library Board meeting.**
  2. **The Board voted unanimously to adopt the minutes of the June 3, 2020 called Library Board meeting.**
- V. Items to be discussed
  1. Award of contract for Accounting and/or Payroll-HR Software RFP  
**The Board voted unanimously 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.**
  2. Proposed revisions to Library Cards and Borrowing Materials policy [replaces existing Circulation of Library Materials policy]  
**The Board voted unanimously to approve the revised Library Cards and Borrowing Materials policy, effective July 23, 2020.**
  3. Proposed revisions to the Outreach and Extended Services policy [replaces existing Extended Services policy]  
**The Board voted unanimously to approve the revised Outreach and Extended Services policy, effective July 23, 2020.**
  4. Fowler Road Library  
**No action was taken.**

5. Library operations during COVID-19 pandemic  
**No action was taken.**
6. Fund balance estimate and proposed uses  
**No action was taken.**
7. Proposed Fiscal Year 2021 Budget Adjustments:  
**The Board voted unanimously to carry forward \$74,679.13 in Operations encumbrances for furniture for Cumming Upfit (\$68,870.00) and supplies (\$5,809.13) from FY2020.**

**The Board voted unanimously to carry forward \$5,121.76 in Materials encumbrances from FY2020.**

**The Board voted unanimously to use \$12,500 in fund balance for compensation study budgeted in FY2020, but delayed due to COVID-19.**

**The Board voted unanimously to use \$12,000 in committed fund balance for Forsyth County News digitization project.**

**The Board voted unanimously 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.**

8. Financial report  
**No action was taken.**
  9. 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 to adjourn the meeting at 6:45 p.m.**

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

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