



## Forsyth County Public Library Board of Trustees Summary of Action Taken at November 15, 2021 Meeting

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 15, 2021 at 5:30 p.m.

Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Lisa Stortzum, Kathy Thomas, and Christy Winters. 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 September 27, 2021 Library Board meeting.**
- V. Items to be discussed
  1. Activities Report  
**No action was taken.**
  2. Holiday Benefits policy (Personnel Policy Manual H-4)  
**The Board voted unanimously to approve the revised Holiday Benefits policy (Personnel Policy Manual H-4), effective January 1, 2022.**
  3. Advance from general fund to capital projects fund  
**The Board voted unanimously to advance \$100,000 from the General Fund to the Capital Projects fund for the purpose of initial payment of invoices eligible for reimbursement from County and State capital funding sources, with a stipulation that the Library's auditor be contacted by email to confirm that this action is correct. \$100,000 will be returned to the General Fund after the Denmark Library project is complete.**

4. Fund balance status and uses

**The Board voted unanimously to give staff approval to proceed with implementing the pay increases recommended by the salary study conducted by Evergreen Solutions. These increases may result in the use of a portion of the FY2022 budgetary fund balance approved on January 20, 2021.**

**The Board voted unanimously to give staff approval to proceed with procuring a replacement automated materials handling (AMH) system for the Post Road Library and a replacement courier vehicle. Staff will bring the purchase recommendations to the Library Board for approval prior to awarding contracts.**

5. Proposed Fiscal Year 2022 Budget Adjustments:

**The Board voted unanimously to increase Donations revenue and Operations expenses by \$2,200.00 to reflect the Community Webs grant from Internet Archive to be used for a community history archive project.**

**The Board voted unanimously to increase Donations revenue and Operations expenses by \$6,400.00 to reflect the grant received from South Forsyth Rotary to be used for Leap Into Literacy programs.**

**The Board voted unanimously to increase Donations revenue and Operations expenses by \$5,000.00 to reflect the grant received from North Georgia Community Foundation to be used for a summer reading program for Title 1 students.**

6. Financial report

**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 6:43 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 Wednesday, January 19, 2022 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.