

## **Forsyth County Public Library Board of Trustees Minutes from May 17, 2010 Meeting**

The Forsyth County Public Library Board of Trustees held its May meeting at the Sharon Forks Library on May 17, 2010. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, Tim Plotner (via phone), and Mike Sleister. Also present were Jon McDaniel (Director), Carla Beasley, Linda Kelly, Steve Kight, Anna Lyle, Cheryl Morgan, and other staff members. Alyssa LaRenzie from the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order. She welcomed Bob Keller to the Library Board. Mr. Keller was recently appointed to the Board by District 4 Commissioner, Patrick Bell.

### **Approval of March 16, 2010 Library Board Meeting Minutes**

Motion was made by Mike Sleister to approve the minutes of the March 16, 2010 meeting. Kristin Morrissey seconded the motion; no one was opposed.

### **Approval of Library Board Meeting Schedule**

Jon McDaniel requested Board approval of a proposed meeting schedule for Fiscal year 2011. Board meetings have typically been held Monday evenings at the Cumming Library. Because the Cumming Library is now closed on Monday evenings, Mr. McDaniel recommended meeting on Tuesday evenings at the Cumming Library. He noted that the July 20, 2010 meeting will need to be held at the Hampton Park Library because the Cumming Library is a polling location and elections are scheduled for July 20<sup>th</sup>.

Motion was made by Kristin Morrissey to approve the FY2011 Library Board Meeting Schedule as presented. Tim Plotner seconded the motion; no one was opposed.

See <http://www.forsythpl.org/aboutFCPL/boardAndAdministration.aspx> for the meeting schedule.

### **Discussion of “Buy Your Own” Policy for Library Catalog**

Jon McDaniel described an option available with the new Polaris ILS (integrated library system). The Library may choose to enable a feature that gives patrons the option to follow a link from the library's website to an outside vendor's website (e.g., Amazon), from which they can purchase books and other materials. This feature would be convenient for those patrons who do not wish to wait on a book or other item to be returned. Mr. McDaniel explained that the goal

is to provide a convenient option for patrons, but that there may be the added benefit of the library receiving advertising fees from the vendor.

Kristin Morrissey asked whether patrons would be warned that they were leaving the library catalog. Mr. McDaniel replied that a screen would say the patron was being redirected to a commercial site, which is not endorsed by FCPL. Ms. Morrissey asked how many other systems are using this feature. Mr. McDaniel said that staff located only one other library using this feature in Polaris. Other libraries have similar features, but use different software systems. Bob Keller asked for clarification as to whether transactions would be solely between the patron and the vendor and whether items would be shipped to FCPL. Mr. McDaniel said that the library would not be involved at all once the patron chooses to go to the vendor's site. Ms. Morrissey suggested that it be stated that, if there are problems with the transaction, the library is not responsible. Tim Plotner asked for clarification as to whether only one vendor would be selected and if the same vendor would be used for all types of items. Mr. McDaniel said only one vendor would be used. He noted one problem with the feature, that Polaris links to the vendor search using an item's ISBN (International Standard Book Number), so the patron may receive an error message if the item is not a book. Ms. Morrissey expressed surprise that the system was not able to use other information available in the cataloging record.

Mr. McDaniel said that staff members are currently reviewing the contract required by Amazon. If Amazon is selected, FCPL would have to apply and be accepted by Amazon before proceeding. He said that, if the Board approves the initial policy, staff will bring the policy and procedures back to the July Board meeting.

Motion was made by Bob Keller to approve the "Buy Your Own" Policy, effective June 1, 2010. Mike Sleister seconded the motion; no one was opposed.

### **Discussion of Uncollectible Patron Debt for 2006**

Anna Lyle, Assistant Director for Support Services, requested Board approval to revise the Patron Bad Debt Write-off Policy to include the specific criteria used to identify the debt eligible for write-off. Patron debt older than three calendar years will still be written off on an annual basis, but the following patrons will be excluded: patrons with active cards and patrons who have had any fines or fees added to their accounts in the past three calendar years. Ms. Lyle explained that the policy revision would 1) simplify the process, making it easier to explain to patrons, 2) take advantage of opportunities to collect debt from patrons with active cards, and 3) enable the write-off process to be fully automated. Kristin Morrissey said she was pleased to see the qualifiers, particularly that someone with an active card would not be eligible to have debt written off.

Motion was made by Tim Plotner to revise the Patron Bad Debt Write-off Policy as recommended by staff, effective immediately (Fiscal Year 2010). Kristin Morrissey seconded the motion; no one was opposed.

Ms. Lyle stated that, based on the new policy, the write off for FY2010 (debts from 2006) would be \$25,478.95.

Motion was made by Mary Helen McGruder to write off \$25,478.95 in patron debt remaining from 2006. Mike Sleister seconded the motion; no one was opposed.

### **Discussion of FY2010 Budget Adjustments**

Anna Lyle requested Board approval to adjust the budget for a \$1,080 donation from the FCPL Friends and Advocates. She noted that the funds will be used primarily for the summer reading program.

Motion was made by Bob Keller to increase Other revenues and Operations expenses by \$1,080 to reflect a donation by the FCPL Friends and Advocates. Tim Plotner seconded the motion; no one was opposed.

### **Discussion of Library's Proposed Calendar Year 2011 County Budget**

Jon McDaniel shared the good news that the County's preliminary 2011 budget includes the \$124,100 increase the library requested to assist with operating the Hampton Park Library. He said the budget shows a modest net increase in the internal service charges, but noted that they are comparable to the 2010 amounts. Mr. McDaniel said he was meeting with the County's finance committee on May 19<sup>th</sup> and might know more after that meeting. Kristin Morrissey expressed appreciation for the County's support of the Library. Anna Lyle noted that, at this point, it is unknown whether any increases are contingent upon a millage rate increase. Mr. McDaniel added that the County's budget schedule shows the final 2011 budget being approved in November 2010.

### **Discussion of Unpaid Holidays for Fiscal Year 2011**

Anna Lyle explained that the FY2011 budget includes six unpaid holidays. She requested Board approval to officially designate the first two (Independence Day and Labor Day 2010) as unpaid holidays. Ms. Lyle recommended postponing a final decision about the remaining four holidays, which fall in 2011, until there is more concrete information about 2011 funding.

Motion was made by Mary Helen McGruder to implement the following two unpaid holidays in 2010: Independence Day and Labor Day. Bob Keller seconded the motion; no one was opposed. This action is the result of a temporary budget situation and is not intended to permanently alter the Paid Holidays policy.

### **Discussion of Extension of Janitorial Services Contract**

Jon McDaniel asked that the Board extend the janitorial services contract, which expires June 30<sup>th</sup>, through December 31, 2010. The library is charged internal service fees by Forsyth County, but does not receive the services (e.g., grounds maintenance, janitorial services) that

County departments receive. Mr. McDaniel has met with David Thornton, Public Facilities Director, regarding the possibility of including the library on the janitorial services contract beginning in 2011. Mr. McDaniel said it would be best to see whether this will occur before bidding out the contract.

Motion was made by Kristin Morrissey to extend the janitorial services contract with Intercontinental Commercial Services Inc. (ICS) until December 31, 2010. Mike Sleister seconded the motion; no one was opposed.

## **Other Business:**

### **Library Financial Report for March 2010**

Anna Lyle presented the financial statement report for the period ending March 31, 2010. In response to Ms. Lyle's statement that advertising is planned to promote the Hampton Park Library, there was a general discussion about the statistics from the Hampton Park Library showing less activity than the other two locations. Advertising, possibly including billboards, is planned to ensure that residents are aware that the library is now open. There were no other questions about the financial report.

### **March/April 2010 Library Activities Report**

Steve Kight, Assistant Director for Public Services, commented that attendance at the Hampton Park Library has been slower than expected, but that patrons have been enthusiastic and positive about the new library. He said that staff members are visiting the schools and homeowners' associations in the area to ensure that residents are aware the library has opened. He noted that system-wide circulation statistics continue to grow. Kristin Morrissey said it would be interesting to track the number of patrons who previously used Cumming and are now using Hampton Park—in comparison to entirely new patrons. Mr. Kight replied that this information was available, but that he did not have the specific figures with him. Mr. Kight also noted that attendance at children's programs continues to grow and that recent programming for adults has been well-received. He closed by informing the Board that Brenda Johnson, Branch Manager at the Sharon Forks Library, will be retiring in June.

### **Construction and Facilities Report**

Carla Beasley, Assistant Director for Planning and Facilities, shared an article about the Hampton Park Library that appeared in *Georgia Library Quarterly*. Looking to the future, Ms. Beasley said that the recent meeting with the design team for the Post Road Library went well. She said the library will be issuing the RFP (request for proposals) for a Commissioning Agent soon. A Commissioning Agent is required for LEED (Leadership in Energy and Environmental Design) projects. Mary Helen McGruder asked if staff had met with the local homeowners' association, which is interested in having a path between the library and the subdivision. Jon McDaniel replied that staff would meet with members of the association once there are initial plans to show them.

### **HAPLR (Hennen's American Public Library Ratings) Index**

Carla Beasley said that the HAPLR report is based on information libraries provide as part of their annual reports. FCPL has been the top ranked library in Georgia five times since 2000; for 2010, FCPL is in second place. Ms. Beasley credits FCPL's high circulation rates for the high rankings. Mary Helen McGruder added that the spending per capita also contributes, as FCPL is one of the better funded systems in the state. Mr. Plotner asked why the percentage of users per capita was low. Ms. Beasley answered that FCPL has a loyal core of customers who check out a lot of materials. Steve Kight added that FCPL purges inactive cards every year and many other libraries do not, so the comparison to other systems is not "apples to apples." Ms. McGruder congratulated the staff on maintaining high rankings in the HAPLR index.

### **Proclamation for Mike Sleister**

Mary Helen McGruder noted that Mike Sleister was leaving the Library Board and that this would be his last meeting. She described Mr. Sleister as a great asset to the library and read a Board proclamation honoring his service. A book will be placed in the library's collection in Mr. Sleister's honor.

Motion was made by Kristin Morrissey to adjourn the meeting. Tim Plotner seconded the motion; no one was opposed.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, July 20, 2010 at 5:30 PM at the Hampton Park Library.