

**Forsyth County Public Library Board of Trustees  
Minutes from September 27, 2011 Meeting**

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 27, 2011. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Kristin Morrissey. Also present were Jon McDaniel (Director), Carla Beasley, Linda Kelly, Stephen Kight, Anna Lyle, Cheryl Morgan, and other staff members. Alyssa LaRenzie with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

**Approval of July 12, 2011 Library Board Meeting Minutes**

Motion was made by Kristin Morrissey to approve the minutes of the July 12, 2011 meeting. Jean Bowline seconded the motion; no one was opposed.

**Election of Officers for Board of Trustees**

Mary Helen McGruder opened the floor for nominations for Board officers to serve from September 27, 2011 to September 18, 2012.

Kristin Morrissey moved to re-elect Mary Helen McGruder as Chairman. Bob Keller amended Ms. Morrissey's motion by moving to re-elect all current officers: Mary Helen McGruder as Chairman, Tim Plotner as Vice-Chairman, and Kristin Morrissey as Secretary/Treasurer. Jean Bowline seconded the motion; no one was opposed.

**Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2011 Annual Report and Fiscal Year 2012 Application for State Aid**

Mary Helen McGruder indicated that the document presented by Mr. McDaniel includes federal regulations that must be approved by the Library Board in order for the library system to qualify for federal funding. Mr. McDaniel clarified that federal funding is received indirectly through services provided by the Georgia Public Library Service.

Motion was made by Bob Keller to approve the certifications outlined in the document entitled *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination*. Kristin Morrissey seconded the motion; no one was opposed.

## **Discussion of Banking Services**

Jon McDaniel stated that, at the July meeting, the Library Board had discussed various options for banking services. The Board had directed library staff to clarify information about the fees involved.

Mr. McDaniel indicated that, based on fee information received from Bank of America and SunTrust, the most financially advantageous option for the Library would be to switch to SunTrust Bank. SunTrust offered to waive banking fees and did not limit the length of the waiver.

Motion was made by Kristin Morrissey to award the banking services contract to SunTrust Bank, effective January 1, 2012 or as reasonably possible based on implementation schedule. Bob Keller seconded the motion; no one was opposed.

## **Discussion of Interior Design for Post Road Library**

Carla Beasley, Assistant Director for Planning and Facilities, provided an update and requested Board input on interior finishes for the forthcoming Post Road Library.

Three samples of floor covering colors were shown. Board members indicated that they liked the color palette options, and agreed on persimmon as the accent color selection.

Carla Beasley recommended tile rather than the slate originally planned for the outside walk-through, as that area would be wet in rainy weather. The vendor has never used that type of slate in an outside setting and could not guarantee it would be safe in wet conditions. Kristin Morrissey added that the tile selection looked very much like slate and it might also be more fiscally responsible.

Ms. Beasley indicated that there would be only one service desk at this branch, so there would be a need to change the name from Information or Circulation. The signage suggestions ranged from "help desk" to "assistance" to "ask me." Mary Helen McGruder said that she prefers the "ask me" option.

Ms. Beasley also introduced the idea of using all lower case font on the interior signage as this seems to be the rising trend in graphic text. Bob Keller said that the signs look very contemporary. Ms. McGruder asked if it would be possible to change back to a more traditional look for the signs if there was push-back to the lower case lettering. Ms. Beasley stated that the lettering could be changed if necessary.

Ms. Beasley shared the idea of a "photo wall" for the tall wall that patrons will see upon entering the Post Road Library. The theme and title of "Forsyth County Public Library, Where the Past Meets the Future" is being considered. The Historical Society provided many photographs from the early part of the century from that area that could possibly be used to showcase this theme.

Bob Keller asked whether reclaimed wood from old buildings in the Post Road area is still being considered. Jon McDaniel explained that one of the problems in using old wood is that it is not as safe as necessary in its original rough state and that, once it is planed down, the intended effect is lost. Ms. McGruder suggested using some of the reclaimed wood as picture frames or

even possibly outlining the entire feature wall with it. She also suggested a similar photo wall at the other branches.

Kristin Morrissey commented that she had attended a Post Road Library design meeting the previous day and complimented library staff on anticipating problems and issues in the planning of this building.

Jon McDaniel indicated that the construction documents were close to completion. He will approach the Board of Commissioners as to whether they are ready to release Post Road's SPLOST funding.

### **Discussion of Rebranding of Library**

Carla Beasley said the goal of the rebranding effort is to de-clutter and refresh the overall look, feel, and use of the library to its patrons.

The staff has been working with a design team to develop a new logo for the library. Once completed, the new logo will be brought to the Board for approval. Ms. Beasley shared a sample of a new brochure and the revised website. Both feature less text and more graphics than the current ones. Board members were complimentary of the new designs.

Ms. Beasley shared draft Mission and Customer Service Statements developed by the management team. The statements were discussed briefly and Ms. Beasley was asked to email the statements to Board members so they could consider them more carefully. Ms. Beasley also described and distributed a graphic standards guide for staff to use to ensure a consistent, professional image. Ms. McGruder commented that the ideas that have been brought forward by staff keep the library relevant. She added that the Library staff and management team consistently stay a step ahead, and are continually looking at the big picture.

### **Discussion of Adjustment to Fiscal Year 2012 Budget**

Anna Lyle, Assistant Director for Support Services, indicated a donation received from the FCPL Friends and Advocates includes \$300 for the Honey Dewdrops music program at the Sharon Forks Library; \$500 to sponsor the Library's Spell Check Live team; \$500 for discretionary funds (e.g., business niceties); and \$600 for supplies for family and youth programs.

Kristin Morrissey asked how this money is raised. Anna Lyle and Steve Kight said it comes from the Friends and Advocates' book sales and membership fees.

Motion was made by Bob Keller to increase Other revenues and Operations expenses by \$1,900 to reflect a donation from the FCPL Friends and Advocates. Jean Bowline seconded the motion; no one was opposed.

### **Other Business:**

#### **Library Financial Report for July 2011**

Anna Lyle presented the financial statement report for the period ending July 31, 2011. There was no discussion.

### **July/August 2011 Library Activities Reports**

Steve Kight, Assistant Director for Public Services, presented the activities reports for July and August 2011. Mr. Kight said that nearly 3,000 children—including 442 teens—signed up for the summer reading program, with 39,100 books read. He also indicated that he and Vanessa Cowie, Youth Services Coordinator, have been raising awareness of the library programs available to children by visiting classrooms and speaking with parent groups.

Mr. McDaniel advised the Board that Overdrive, the library's vendor for eBooks and audiobooks, now offers downloadable eBooks for Kindle devices. Mr. McDaniel expects this change to increase the number of patrons taking advantage of the library's eBook collection.

Mr. Kight also reminded the Board about the library's participation in *Spell Check Live*, sponsored by Literacy Forsyth, on October 4, 2011. He also invited Board members to the Staff Development Day on October 10, 2011.

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

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, November 15, 2011 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.