



## **Forsyth County Public Library Board of Trustees Minutes from May 20, 2019 Meeting**

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 20, 2019. Present were Board members Tim Plotner (Chairman), Mary Helen McGruder, Kristin Morrissey, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Monica Hennings, Stephen Kight, Nikki Watkins, Bobby Williams, and other staff members.

### **I. Call Meeting to Order**

Tim Plotner called the meeting to order at 5:30 p.m.

### **II. Adoption of Agenda**

There was a motion by Kristin Morrissey and a second by Christy Winters to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

### **III. Announcements**

Anna Lyle introduced the Library's new Materials Services Manager, Jeff Fisher, to the Board.

### **IV. Adoption of Minutes**

There was a motion by Kathy Thomas and a second by Christy Winters to adopt the minutes of the March 18, 2019 Library Board meeting. Motion carried unanimously, with all Board members present.

### **V. Items Discussed**

#### **1. Library Board's Fiscal Year 2020 Schedule of Meetings**

There was a motion by Kristin Morrissey and a second by Kathy Thomas to approve the Fiscal Year 2020 Library Board Schedule of Meetings as presented, with the exception of changing Tuesday, January 21, 2020 to Wednesday, January 22, 2020. Motion carried unanimously, with all Board members present.

**2. Signature authority of Library Director on behalf of the Library**

There was a motion by Christy Winters and a second by Kathy Thomas to give signature authority for all contracts and other documents to Anna Lyle, who holds the position of Director. Motion carried unanimously, with all Board members present.

**3. Update on bookmobile project**

Sarah Reynolds, Outreach Manager, updated the Board on the progress of the bookmobile project.

**4. Update on digitization of *Forsyth County News***

Stephen Kight, Deputy Director, updated the Board on the progress of the digitization of the *Forsyth County News*.

**5. Commitments of fund balance**

There was a motion by Kristin Morrissey and a second by Christy Winters to uncommit \$60,000 of fund balance previously committed for IT Maintenance. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Mary Helen McGruder to commit \$60,000 in fund balance for the local match for an MRR grant for the Cumming Library. Motion carried unanimously, with all Board members present.

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to commit \$40,000 (anticipated FY2019 savings) in fund balance for an MRR grant for the Cumming Library. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to commit \$36,000 in fund balance for the digitization of the *Forsyth County News*. Motion carried unanimously, with all Board members present.

**6. Proposed Fiscal Year 2020 Budget Adjustment**

There was a motion by Kathy Thomas and a second by Christy Winters to adjust State revenues to reflect new grant information from the Georgia Public Library Service, which includes a Personnel increase of \$7,467.52, a System Services increase of \$7,225.73 (used for Materials), and a Materials increase of \$14,667.75. Approval to increase Personnel expenses by \$7,467.52, and Materials expenses by \$21,893.48. Motion carried unanimously, with all Board members present.

**7. Financial reports**

Nikki Watkins, Human Resources and Finance Manager, presented the FY2019 financial report for the period ending March 31, 2019 and the capital projects financial reports for the period ending May 2, 2019.

**8. Public Services activities reports**

Stephen Kight presented the report on Public Services activities for March/April 2019.

**VI. General Discussion (if needed)**

Anna Lyle congratulated Mary Helen McGruder on her reappointment as the District 1 Representative on the Library Board, with the term to begin on July 1, 2019 and continue through June 30, 2023.

The Board discussed the upcoming library event:

- June 3, 2019, 10:45 a.m., Cumming Library, Visit from Georgia's School Superintendent, Richard Woods.

**VII. Executive Session (if needed)**

No Executive Session was held.

**VIII. Adjournment**

There was a motion by Mary Helen McGruder and a second by Christy Winters to adjourn the meeting at 6:30 p.m. Motion carried unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, July 15, 2019 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.