



Forsyth County Public Library Board of Trustees Minutes from January 19, 2022 Meeting

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 19, 2022. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Lisa Stortzum, and Christy Winters. (Ms. Stortzum arrived at 5:32 p.m.) Kathy Thomas was absent. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, Cleo Joyce, Stephen Kight, Tricia Syler, and Nikki Watkins.

I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 5:30 p.m.

II. Adoption of Agenda

There was a motion by Christy Winters and a second by Kristin Morrissey to adopt the Agenda without amendments. Motion carried with three Board members in favor (McGruder, Morrissey, and Winters) and two Board members absent (Stortzum and Thomas).

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Kristin Morrissey and a second by Christy Winters to adopt the minutes of the November 15, 2021 Library Board meeting. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

V. Items Discussed

1. Activities Report

Stephen Kight, Deputy Director, presented the report on Public Services activities for November/December 2021.

2. Teen Advisory Board (TAB) presentation

Cleo Joyce, Programming Manager, presented a video on the Teen Advisory Board (TAB).

3. Interlibrary Loan policy

There was a motion by Mary Helen McGruder and a second by Christy Winters to approve the revised Interlibrary Loan Policy, effective January 25, 2022. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

4. HVAC bid award

There was a motion by Christy Winters and a second by Lisa Stortzum to award the HVAC replacement contract to Maxair Mechanical LLC for 15 units at Cumming/Administrative Offices, Sharon Forks, and Hampton Park locations in the amount of \$186,429.00. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

5. Landscape bid award

There was a motion by Lisa Stortzum and a second by Mary Helen McGruder to award the landscape services contract to Visionscapes, Inc. for the period February 1, 2022 – January 31, 2023, with the option to renew for two additional years, for the amount of \$58,755.00. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

6. Sole source selection for automated materials handling equipment

There was a motion by Kristin Morrissey and a second by Christy Winters to approve the sole source purchase of two FLX AMH (automated materials handling) systems for the Post Road Library (estimated \$285,000) and future Denmark Library (estimated \$300,000) from Bibliotheca. Funding for the Post Road system will come from library fund balance; funding for the Denmark system will come from capital project funds. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

7. Proposed Fiscal Year 2022 budget adjustments

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to increase Forsyth County revenues and Personnel expenses by \$159,210 to fund pay increases for employees. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

There was a motion by Lisa Stortzum and a second by Christy Winters to increase Forsyth County revenues and Materials expenses by \$37,500 to fund an increase in Materials purchases. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

There was a motion by Christy Winters and a second by Lisa Stortzum to increase State revenues and Operations expenses by \$1,500 to reflect a Sandra Deal Summer Reading Grant. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

8. Fiscal Year 2023 FCPL budget

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to approve the FCPL Fiscal Year 2023 proposed budget as presented, including revenues of \$8,530,031, expenditures of \$8,734,075, reserves of \$262,000, and \$466,044 in budgetary fund balance. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

9. Calendar Year 2023 County budget request

No action was taken on the 2023 County budget request. The Board decided without exception to take action at the February 14, 2022 meeting.

10. Financial report

Nikki Watkins presented the FY2022 financial report for the period ending November 30, 2021.

VI. General Discussion (if needed)

No discussion.

VII. Executive Session for Director's annual evaluation

There was a motion by Mary Helen McGruder and a second by Kristin Morrissey to enter into executive session for the purpose of discussing personnel-related matters, as described in O.C.G.A. §50-14-3(b)(2). Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

There was a motion by Kristin Morrissey and a second by Christy Winters to close the executive session. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

VIII. Reconvene the Meeting

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to return to open session. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

IX. Further Items to be Discussed

1. Director's compensation

There was a motion by Christy Winters and a second by Lisa Stortzum to increase the Director's annual salary by 4%, retroactive to the first pay period of 2022. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

X. Adjournment

There was a motion by Mary Helen McGruder and a second by Christy Winters to adjourn the meeting at 8:30 p.m. Motion carried with four Board members in favor (McGruder, Morrissey, Stortzum, and Winters) and one Board member absent (Thomas).

The next scheduled meeting of the Forsyth County Public Library Board of Trustees will be February 14, 2022 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.