



Forsyth County Public Library Board of Trustees Summary of Action Taken at January 19, 2022 Meeting

The Forsyth County Public Library Board of Trustees held its January meeting at the Cumming Library on January 19, 2022 at 5:30 p.m.

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. 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 (with Ms. Stortzum and Ms. Thomas absent) to adopt the Agenda as presented.
- III. Announcements
There were no announcements.
- IV. Adoption of Minutes
The Board voted unanimously (with Ms. Thomas absent) to adopt the minutes of the November 15, 2021 Library Board meeting.
- V. Items to be discussed
 1. Activities Report
No action was taken.
 2. Teen Advisory Board (TAB) presentation
No action was taken.
 3. Interlibrary Loan policy
The Board voted unanimously (with Ms. Thomas absent) to approve the revised Interlibrary Loan Policy, effective January 25, 2022.
 4. HVAC bid award
The Board voted unanimously (with Ms. Thomas absent) 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.

5. Landscape bid award
The Board voted unanimously (with Ms. Thomas absent) 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.

 6. Sole source selection for automated materials handling equipment
The Board voted unanimously (with Ms. Thomas absent) 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.

 7. Proposed Fiscal Year 2022 Budget Adjustments
The Board voted unanimously (with Ms. Thomas absent) to increase Forsyth County revenues and Personnel expenses by \$159,210 to fund pay increases for employees.

The Board voted unanimously (with Ms. Thomas absent) to increase Forsyth County revenues and Materials expenses by \$37,500 to fund an increase in Materials purchases.

The Board voted unanimously (with Ms. Thomas absent) to increase State revenues and Operations expenses by \$1,500 to reflect a Sandra Deal Summer Reading Grant.

 8. Fiscal Year 2023 FCPL budget
The Board voted unanimously (with Ms. Thomas absent) 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.

 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
No action was taken.
- VI. General Discussion (*if needed*)
No discussion.

VII. Executive Session for Director's annual evaluation

The Board voted unanimously (with Ms. Thomas absent) to enter Executive Session for the purpose of discussing personnel-related matters, as described in O.C.G.A. §50-14-3(b)(2).

The Board voted unanimously (with Ms. Thomas absent) to close the executive session.

VIII. Reconvene the Meeting

The Board voted unanimously (with Ms. Thomas absent) to return to open session.

IX. Further Items to be Discussed

1. Director's compensation

The Board voted unanimously (with Ms. Thomas absent) to increase the Director's annual salary by 4%, retroactive to the first pay period of 2022.

X. Adjournment

The Board voted unanimously (with Ms. Thomas absent) to adjourn the meeting at 8:30 p.m.

A full draft of minutes from this meeting will be posted to the FCPL website (www.forsythpl.org) upon completion.

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