



Forsyth County Public Library Board of Trustees Minutes from November 15, 2021 Meeting

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 15, 2021. Present were Board members Mary Helen McGruder (Chairman), Kristin Morrissey, Lisa Stortzum, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Jeff Fisher, 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 Mary Helen McGruder and a second by Christy Winters to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

III. Announcements

There were no announcements.

IV. Adoption of Minutes

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to adopt the minutes of the September 27, 2021 Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1. Activities Report

Stephen Kight presented the report on Public Services activities for September/October 2021.

2. Holiday Benefits policy (Personnel Policy Manual H-4)

There was a motion by Lisa Stortzum and a second by Christy Winters to approve the revised Holiday Benefits policy (Personnel Policy Manual H-4), effective January 1, 2022. Motion carried unanimously, with all Board members present.

3. Advance from general fund to capital projects fund

There was a motion by Kristin Morrissey and a second by Lisa Stortzum to advance \$100,000 from the General Fund to the Capital Projects fund for the purpose of initial payment of invoices eligible for reimbursement from County and State capital funding sources, with a stipulation that the Library's auditor be contacted by email to confirm that this action is correct. \$100,000 will be returned to the General Fund after the Denmark Library project is complete. Motion carried unanimously, with all Board members present.

4. Fund balance status and uses

There was a motion by Kathy Thomas and a second by Christy Winters to give staff approval to proceed with implementing the pay increases recommended by the salary study conducted by Evergreen Solutions. These increases may result in the use of a portion of the FY2022 budgetary fund balance approved on January 20, 2021. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to give staff approval to proceed with procuring a replacement automated materials handling (AMH) system for the Post Road Library and a replacement courier vehicle. Staff will bring the purchase recommendations to the Library Board for approval prior to awarding contracts. Motion carried unanimously, with all Board members present.

5. Proposed Fiscal Year 2022 budget adjustments

There was a motion by Kathy Thomas and a second by Mary Helen McGruder to increase Donations revenue and Operations expenses by \$2,200.00 to reflect the Community Webs grant from Internet Archive to be used for a community history archive project. Motion carried unanimously, with all Board members present.

There was a motion by Christy Winters and a second by Kristin Morrissey to increase Donations revenue and Operations expenses by \$6,400.00 to reflect the grant received from South Forsyth Rotary to be used for Leap Into Literacy programs. Motion carried unanimously, with all Board members present.

There was a motion by Lisa Stortzum and a second by Christy Winters to increase Donations revenue and Operations expenses by \$5,000.00 to reflect the grant received from North Georgia Community Foundation to be used for a summer reading program for Title 1 students. Motion carried unanimously, with all Board members present.

6. Financial report

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

VI. General Discussion (if needed)

No discussion.

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 6:43 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 January 19, 2022 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.