



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

The Forsyth County Public Library Board of Trustees held its September meeting at the Cumming Library on September 19, 2022. 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, Ann Decherd, Jeff Fisher, and Nikki Watkins.

I. Call Meeting to Order

Mary Helen McGruder called the meeting to order at 4:01 p.m.

II. Adoption of Agenda

There was a motion by Mary Helen McGruder and a second by Christy Winters to adopt the Agenda as amended:

- Remove #3 from the agenda – Election of Officers for Library Board of Trustees and delay election of officers until the November 21, 2022 Board meeting
- Add item #7.5 – Memorandum of Understanding with Pinecrest Academy

Motion carried unanimously, with all Board members present.

III. Announcements

Anna Lyle introduced Joan Dudzinski, new Branch Manager for Post Road Library.

IV. Adoption of Minutes

There was a motion by Mary Helen McGruder and a second by Lisa Stortzum to adopt the minutes of the July 18, 2022 Library Board meeting. Motion carried unanimously, with all Board members present.

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to adopt the minutes of the August 8, 2022 Library Board meeting. Motion carried unanimously, with all Board members present.

V. Items Discussed

1) Activities Report

Ann Decherd presented the report on Public Services activities for July/August 2022.

2) Strategic Planning

There was a discussion about the timing of creating the next Strategic Plan. The board agreed to use the same process for the new plan that was used for 2017-2022 and to look at the community leaders' calendars to select an optimal date for a community retreat early 2023.

3) Elections of Officers for Library Board of Trustees

The Board voted unanimously during agenda adoption to remove item #3 from the agenda and move the election of officers to the November 21, 2022 Board meeting.

4) RFP for the condensation issues at the Cumming Library and Administrative Offices

There was a motion by Kristin Morrissey and a second by Kathy Thomas to reject any proposals submitted in response to the RFP for condensation issues at the Cumming Library and Administrative Offices. Motion carried unanimously, with all Board members present.

5) Renewal of janitorial services contract

There was a motion by Kathy Thomas and a second by Lisa Stortzum to renew for one year the janitorial services contract with Building Maintenance Services, Inc., in the amount of \$67,368.30, which includes a contract price increase of \$6,948.30 (based on Atlanta CPI of 11.5%). Motion carried unanimously, with all Board members present.

6) Purchasing Policy

There was a motion by Lisa Stortzum and a second by Kathy Thomas to approve the revised Purchasing Policy, effective September 20, 2022. Motion carried unanimously, with all Board members present.

7) Memorandum of Understanding with Georgia Cyber Academy

There was a motion by Kristin Morrissey and a second by Christy Winters to approve the Memorandum of Understanding between Georgia Cyber Academy and Forsyth County Public Library regarding information sharing for the purpose of providing library services to GCA students. Motion carried unanimously, with all Board members present.

7.5) Memorandum of Understanding with Pinecrest Academy

There was a motion by Mary Helen McGruder and a second by Kathy Thomas to approve the Memorandum of Understanding between Pinecrest Academy and Forsyth County Public Library regarding information sharing for the purpose of providing library services to Pinecrest Academy students. Motion carried unanimously, with all Board members present.

Staff will work with both Georgia Cyber Academy and Pinecrest Academy to finalize these agreements. Staff will also reach out to the remaining schools to see if they would like to partner to receive library services for their students.

8) Denmark Library update

Holly Barfield, IT & Facilities Manager and Anna Lyle, Library Director, gave the Board an update of the furniture selection for the Denmark Library. FCPL was advised by the interior designer to get the furniture orders in place before anticipated 2023 price increases.

9) Financial reports

Nikki Watkins presented the FY2023 financial report for the period ending July 31, 2022.

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 Lisa Stortzum to adjourn the meeting at 4:54 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 November 21, 2022 at 5:30 p.m. at the Cumming Library, 585 Dahlonga Street, Cumming, GA 30040.