**Forsyth County Public Library Board of Trustees
Minutes from July 25, 2012 Meeting**

The Forsyth County Public Library Board of Trustees held its July meeting at the Cumming Library Administrative Offices on July 25, 2012. Present were Board members Mary Helen McGruder (Chairman), Bob Keller, Kristin Morrissey, and Tim Plotner.   Also present were Jon McDaniel (Director), Holly Barfield, Carla Beasley, Linda Kelly, Stephen Kight, Anna Lyle, and other staff members. Alyssa LaRenzie with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of May 16, 2012 Library Board Meeting Minutes

Motion was made by Tim Plotner to approve the minutes of the May 16, 2012 meeting.   Bob Keller seconded the motion; no one was opposed.

Approval of Civil Rights, Drug Free Work Place, Other Federally Required Certifications for the Library's Fiscal Year 2012 Annual Report and Fiscal Year 2013 Application for State Aid

Jon McDaniel explained that Library Board approval of various federal regulations is required by the Georgia Public Library Service in order for the library system to qualify for federal funding. Motion was made by Bob Keller for the approval of certifications outlined in the document entitled *Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination*. Kristin Morrissey seconded the motion; no one was opposed.

Approval of Library Director Having Signature Authorization on Behalf of the Library

Jon McDaniel explained that the State Board of Regents requires that the Library Board formally authorize the Library Director to have signature authority in order for the Director's signature to be accepted on State documents, such as annual reports and reimbursement requests for expenses related to State grants.

Motion was made by Kristin Morrissey to give signature authority for all contracts and other documents to Jon McDaniel, who holds the position of Director. Tim Plotner seconded the motion; no one was opposed.

Discussion of Revisions to Internet Acceptable Use and Safety Policy

Jon McDaniel recommended revising the library's Internet Acceptable Use and Safety Policy to remove the requirement to enter a library card number and PIN in order to access the library's wireless service. Mr. McDaniel explained that some e-readers are unable to download from the library's Overdrive system because their browsers are too basic to allow for entry of a library card barcode and PIN. This change would also enable visitors without library cards to access the library's wireless network without needing to obtain guest cards. Issuing guest cards is time

consuming for staff, so eliminating this requirement will be helpful when the library must redistribute staff to operate the forthcoming Post Road Library. Discussion ensued regarding related aspects of internet use, such as how patrons can download books onto e-readers from home, the use of guest passes, the library's wireless capacity and access limitations, and practices at other local libraries.

Motion was made by Tim Plotner to approve the revised Internet Acceptable Use and Safety Policy, effective July 31, 2012. Bob Keller seconded the motion; no one was opposed.

Discussion of Revised Library Mission Statement

Mr. McDaniel asked that the discussion of the mission statement be postponed pending additional feedback from the Board.

Motion was made by Mary Helen McGruder to postpone Agenda Item #5 (Discussion of Revised Library Mission Statement) at the request of the Director. Tim Plotner seconded the motion; no one was opposed.

Discussion of Closing for Library Staff Training Day

Mr. McDaniel requested Board approval to close the libraries for a full day of staff training on Monday, October 8, 2012.

Motion was made by Bob Keller to approve closing the library system all day on Monday, October 8, 2012 for the purpose of a Library Staff Training Day. Tim Plotner seconded the motion; no one was opposed.

Discussion of Revisions to Library Purchasing Policy

Anna Lyle, Assistant Director for Support Services, explained the proposed changes to the library's Purchasing Policy. She pointed out the addition of a new section that states FCPL will follow Forsyth County Government's Local Business Initiative, which gives preference to local suppliers meeting specific criteria.

The proposed revisions would also change the lowest threshold used to determine source selection method from $1,500 to $2,500. Although the minimum threshold is higher, the revised policy states that staff members are required obtain multiple quotations in most circumstances, regardless of price. Ms. Lyle explained some of the challenges involved in securing quotes for on-site services within the timeframe services are needed.

Ms. Lyle noted that the proposed policy follows the spirit of the county's purchasing policy, with two exceptions. First, it omits the requirement for the Library Board to approve routine contract renewals (as opposed to new contracts), which would be difficult since the Library Board meets only bi-monthly. It also omits the requirement for legal review of all contracts, which would require a budgetary increase to cover significant legal expenses. The proposed policy authorizes the Director to determine which contracts warrant legal review. Mr. McDaniel clarified that many contracts are based on those provided by the county's procurement staff and have already undergone legal review. Board members expressed support of the staff's request to authorize Mr. McDaniel to make these determinations.

Approved 9/25/2012

Board members then discussed the proposed increase in threshold from $1,500 to $2,500. Carla Beasley, Assistant Director for Planning and Facilities, explained the types of challenges associated with small projects or renovations where the cost of materials pushes the total over the current $1,500 threshold, but vendors are reluctant to visit the site and quote on what they consider to be small projects. She said that staff often cannot obtain three quotes, adding that staff have had to call vendors several times to schedule site visits and that sometimes vendors do not show up when scheduled to provide a quote. Ms. Beasley clarified that due diligence is being done, but a $2,500 threshold would save staff time. Ms. McGruder asked whether this amount was consistent with the county's policy, and Ms. Lyle responded that the county has had a $2,500 threshold since 2006. Ms. Lyle pointed out a clause in the proposed policy that prohibits splitting orders to circumvent the threshold.

Ms. Morrissey suggested that staff compile data on the impact on staff time of the proposed threshold increase and report back after one year. Ms. Beasley offered to put together a report reflecting the number of times staff did not need to get three quotes as a result of the $1,500 threshold increasing to $2,500.

Motion was made by Bob Keller to approve the revised Purchasing Policy, effective immediately. Tim Plotner seconded the motion; no one was opposed.

Discussion of Fiscal Year 2013 Budget Adjustments

Anna Lyle requested Board approval for five budget adjustments for Fiscal Year 2013. First, Board approval was requested to carry forward to Fiscal Year 2013 encumbrances totaling $666.30 for items that were ordered but not received at June 30, 2012, and to increase the expenditures in Materials by $666.30 so the amounts previously budgeted for FY2013 can be spent on current year purchases. This adjustment is in keeping with governmental accounting standards, which require that items be paid for in the fiscal year in which they are received.

Second, Ms. Lyle requested approval to adjust the FY2013 budget to reflect that FCPL's total state funding has been increased by $10,484.39, which includes a $15,028.95 increase in the System Services grant (used for Materials), and a $4,544.56 decrease in the State Personnel grant. Board approval was requested to utilize $4,544.56 in fund balance to avoid reducing personnel expenditures and to increase Materials expenditures by $15,028.95.

Next, Ms. Lyle requested Board approval to adjust the budget to reflect two donations by the FCPL Friends and Advocates. One donation of $650 includes $500 for adult programming and $150 for supplies related to open house events for teachers. The second donation of $300 is for refreshments for the Post Road Library groundbreaking event.

Finally, Ms. Lyle requested Board approval to adjust the budget to reflect three grants totaling $9,700 from the Forsyth County Arts Alliance. The grants are for artwork for the forthcoming Post Road Library.

Motion was made by Kristin Morrissey to approve the following budget adjustments:

- Approval to carry forward $666.30 in Materials encumbrances from FY2012.
- Approval to adjust State revenues to reflect new grant information from GPLS, which includes an increase of $10,484.39 to budgeted amounts. This increase is comprised of a $15,028.95 increase in the System Services grant (used for Materials), and a

$4,544.56 decrease in the State Personnel grant. Approval to utilize $4,544.56 in fund balance to avoid reducing personnel expenditures and to increase Materials expenditures by $15,028.95.

- Approval to increase Other revenues and Operations expenses by $650 to reflect a donation from the FCPL Friends and Advocates.
- Approval to increase Other revenues and Operations expenses by $300 to reflect a donation from the FCPL Friends and Advocates.
- Approval to increase Other revenues and Operations expenses by $9,700 to reflect grants from the Forsyth County Arts Alliance for artwork for the Post Road Library.

Tim Plotner seconded the motion; no one was opposed.

Other Business:

Library Financial Report for May 2012

Anna Lyle presented the financial report for May 2012, stating that this report includes the majority of Fiscal Year 2012. She reported that revenues and expenditures are in line with where they should be at this point in the fiscal year. Ms. Lyle noted that the annual audit is scheduled for the week of Labor Day.

May/June 2012 Library Activities Reports

Steve Kight, Assistant Director for Public Services, reported that in Fiscal Year 2012 the library had reached close to 2 million checkouts, over 500,000 visitors, and over 25,000 patrons attending programs. Mr. Kight reported a huge increase in eBook checkouts, with a 351% increase in May 2012 compared to May 2011, and a 428% increase in June 2012 compared to June 2011. Tim Plotner noted the low activity level of eMusic, and Mr. McDaniel explained that the collection was started with a certain amount of funding and, once the funding was used up, no additional purchases have been made. Kristin Morrissey commented that it was good to see the increased use of self-checkout, especially since the libraries were operating with fewer staff.

Ms. Morrissey said that the public desk at the Sharon Forks Library still feels like a reference desk and does not make patrons feel comfortable about approaching the desk to check out materials. She suggested that signage is needed to invite patrons to the desk. Bob Keller added that, although the circulation desk was gone, the old reference desk was still there but did not have a new look. Discussion ensued regarding wording for new signage.

Mary Helen McGruder asked about the automated check-in capability planned for the new Post Road Library, adding that a relative's personal experience had been that it was very slow and could handle only one item at a time. Holly Barfield, Assistant Director for Information Technology, explained that the automated handler would use RFID technology to perform multiple check-in tasks on a conveyor belt, as opposed to barcode technology which requires items to be placed flat so that each barcode is visible. Discussion continued about the proposed RFID system's capabilities, such as whether items could be stacked instead of placed one at a time, whether a door would limit the number of items in a stack, and whether the opening could be bigger. Anna Lyle stated that preferences regarding these issues could be addressed by the requirements included in the invitation to bid, which has not been issued yet.

Bob Keller referred to technical problems he had experienced (depending on internet browser used) in accessing eMusic and commented that this could be a big reason that patrons are not checking out eMusic. Linda Kelly, Assistant Director for Materials Services, explained that the type of music in the eMusic collection is not popular; for instance, it includes classical music, seasonal music, and jazz. The collection was built in 2008 and has not been increased, but there is no reason to take it away. Funds have been invested in other downloadable items. Mr. Keller asked if the library would know if someone checks something out but is not able to use it, and Ms. Kelly responded that the library would only know if the patron reports it. Mr. Keller commented that this is a problem; patrons may be going elsewhere because they were unsuccessful, but the library will not know this. Ms. Barfield proposed adding eMusic instructions on the library's computer troubleshooting web page.

Mr. Kight reported that the library was holding a Digital Storytelling Workshop this week, in conjunction with Forsyth County Schools and Literacy Forsyth. Mr. McDaniel reported that the library had introduced three new Microsoft products on the public computers at the Cumming Library (Paint, Picture Manager, and Movie Maker). These programs are being used in the Digital Storytelling Workshop.

Post Road Library Progress Report
Carla Beasley reported that $9,700 in grant funds had been received from the Forsyth County Arts Alliance to be spent on scenic artwork panels for the Post Road Library. She explained that every year the Forsyth County Arts Alliance awards a total of $50,000 in matching grants (no more than $10,000 to one agency) to Forsyth County nonprofit organizations to encourage all forms of art in the community. The scenic panels that will be placed in the Post Road Library include a historical collage honoring the Drew community, a tree of dreams in the children's area, and scenes of Sawnee Mountain and local wetland areas.

Ms. Beasley reviewed plans for the Groundbreaking Ceremony the following day. She reported that attendees would see that the site has been cleared and work has started on a retention pond.

Motion was made by Tim Plotner to adjourn the meeting. Bob Keller seconded the motion; no one was opposed.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, September 25, 2012 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.