Forsyth County Public Library Board of Trustees
Minutes from May 20, 2014 Meeting

The Forsyth County Public Library Board of Trustees held its May meeting at the Cumming Library on May 20, 2014. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, Kristin Morrissey, and Tim Plotner. Mr. Keller was absent for the first five agenda items. Also present were Jon McDaniel (Director), Holly Barfield, Linda Kelly, Stephen Kight, Anna Lyle, and other staff members.   Newly elected officers of the Forsyth County Public Library Friends and Advocates also attended: Bonnie Kantanen, President; Sanjay Saggere, Vice President; and Kelly Esbeck, Cumming Library Member-at-Large.

Mary Helen McGruder called the meeting to order.

Approval of March 18, 2014 Library Board Meeting Minutes

Motion was made by Jean Bowline to approve the minutes of the March 18, 2014 meeting. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Discussion of Library Board's Fiscal Year 2015 Meeting Schedule

Jon McDaniel, Director, presented the details of the proposed Board meeting schedule for Fiscal Year 2015 and asked if there were conflicts. Now that the Cumming Library is open on Monday evenings, the proposed schedule reflects a change from meeting on Tuesday evenings to meeting on Monday evenings (unless in conflict with a holiday). Tim Plotner identified a business conflict the week of September 15, but did not request that the schedule be changed. Mr. McDaniel said he will contact Bob Keller to see whether he has conflicts with the proposed schedule.

Motion was made by Jean Bowline to approve the Fiscal Year 2015 Library Board Meeting Schedule as presented. Tim Plotner seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Discussion of Proposed Training Days

Jon McDaniel presented information about the proposed annual Library Staff Training Day on Monday, October 13, 2014, and a training day for the Public Services staff on Friday, March 13, 2015. Mr. McDaniel advised that, at the beginning of the year, Public Services supervisors created four training sessions to inform staff about the most current electronic databases; this resulted in delivering 16 training sessions over three months to capture all public services staff. Mary Helen McGruder commented that the current training method is not cost-effective. Jon McDaniel asked that the Board close all branches the entire day on March 13, 2015 to concentrate on training for Public Services staff; administrative offices will remain open.

Motion was made by Kristin Morrissey to close all Library locations on Monday, October 13, 2014, for Library Staff Training Day. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Motion was made by Kristin Morrissey to close all library branches (not Administrative Offices) on Friday, March 13, 2015, for Public Services Training Day. Jean Bowline seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Discussion of Fiscal Year 2014 Budget Adjustments

Anna Lyle, Assistant Director for Support Services, requested Board approval for two budget adjustments. Ms. Lyle explained that the first funding adjustment is due to a decrease in State funding for personnel in FY2014; the library will receive $2,423.23 less in State-funding for a position that is now filled by a staff member with less professional experience than the previous incumbent. The second adjustment is to recognize a donation of $6,632.00 from the FCPL Friends and Advocates for prizes to be awarded during the Summer Reading Program.

Tim Plotner moved to reduce State personnel revenues and expenses by $2,423.23 to reflect revised State funding allocation; change in funding is due to change in staff member assigned to state-funded position. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Tim Plotner moved to increase Other revenues and Operations expenses by $6,632.00 to reflect a donation from the FCPL Friends and Advocates. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Discussion of Repayment of Advance from General Fund to Capital Projects Fund

Anna Lyle advised that, in Fiscal Year 2007, $100,000 was moved from the General Fund to Capital Projects Fund for use as seed money for the Hampton Park Library construction expenses. Staff recommends moving $100,000 back to the General Fund now that the Hampton Park project is complete. Tim Plotner commented the money might be needed in the Capital Projects Fund for the expansion planned for the Sharon Forks Library. Ms. Lyle and Mr. McDaniel responded that the funds would not be needed for at least a year or two because the initial expenses for the Sharon Forks project will be limited to architects' fees, which are spaced out and do not create a cash flow issue. Ms. Lyle said she would prefer to have closure on this advance now and request funds for the Sharon Forks project in the future if needed.

Tim Plotner moved to return to the General Fund $100,000 advanced to the Capital Projects Fund in Fiscal Year 2007. Kristin Morrissey seconded the motion. The motion carried with four members in favor (McGruder, Bowline, Morrissey, and Plotner) and one member absent (Keller).

Discussion of Removal of Capital Assets

Anna Lyle stated that Library policy requires Board approval to remove any asset originally valued at $5,000 or more. The multifunction device (MFD) has been replaced at the Cumming

Library. Horizon software licenses, both webpage-related and general licenses, were replaced by Polaris products. The Horizon web reporter server is no longer being used and it is eight years old. Tim Plotner asked for a clarification of the accounting used and how depreciation is applied. Monica Hennings, Financial Coordinator, stated that the Library uses straight line depreciation for the useful life of the assets. (Bob Keller joined the meeting at 5:45 p.m. during this discussion.)

Jean Bowline moved to dispose of the following capital assets: Asset #000044, Multifunction device; Asset #NA10, Horizon software licenses; Asset #NA6, Horizon software on webpage; Asset #NA30, Horizon web reporter server. Tim Plotner seconded the motion. The motion carried unanimously, with all Board members present.

With Bob Keller's arrival, Jon McDaniel confirmed Mr. Keller's agreement with the FY2015 Board meeting schedule adopted earlier in the meeting.

Other Business:

Library Financial Report for March 2014
Anna Lyle presented the financial report for the period ending March 31, 2014. Ms. Lyle noted that Materials expenditures are showing an overage because the Materials staff members intentionally spend their budgets well before the end of the fiscal year to ensure that materials arrive before the end of the fiscal year. Governmental accounting rules mandate that items must be on site by June 30 in order to be charged to the current fiscal year.   Ms. Lyle also noted that the Professional Services line will see increased activity at the end of the fiscal year because of the program performers used during the Summer Reading Program.

Demonstration of FCPL Mobile Application
Holly Barfield, Assistant Director for Information Technology, demonstrated a mobile application developed by the library's Information Technology staff, Michael Tucker and Josh Griisser. Mary Helen McGruder asked when the application would be available to patrons. Ms. Barfield responded that she is waiting for Apple Computer, Inc.'s approval to add the application to iTunes. The Android version is ready, but the plan is to introduce the two versions at the same time.

Bob Keller asked if other library systems have a similar product. Ms. Barfield confirmed there are applications used by other library systems, typically developed by a third-party at considerable expense. Chris Harris, a member of the audience, commented that Polaris (the Library's integrated library system) provides an application and asked why FCPL is not using Polaris's application. Ms. Barfield explained that the IT staff used Polaris's mobile catalog application as a starting point and added other features patrons use frequently. Ms. Barfield added there will not be a charge to download the application.

Demonstration of hoopla Platform
Linda Kelly, Assistant Director for Materials Services, demonstrated hoopla, the library's new online service for videos, music, and audiobooks. Ms. Kelly distributed data regarding hoopla to the Board, and then described hoopla's content, account set up procedure, and access to electronic products. Kristin Morrissey asked if hoopla tracks what patrons access. Ms. Kelly responded that hoopla tracks FCPL statistics as a whole, but not by individual library card. Tim Plotner asked about possible abuse (from

patrons sharing their log in information with nonresidents) and controlling costs (since a per-item cost is incurred for every checkout). Anna Lyle explained the library has budgeted $20,000 for hoopla's first year, and has chosen to limit each library card to five products per month. Hoopla is designed to prevent further checkouts after a patron has reached the maximum number of checkouts that month, or the library has reached its maximum daily expenditure. Ms. Kelly added that she is able to monitor the activity levels and, at any time, make changes in the number of checkouts and/or total daily expenditures allowed.

March/April 2014 Library Activities Reports
Steve Kight, Assistant Director for Public Services, introduced the new officers for the Forsyth County Public Library Friends and Advocates: Bonnie Kantanen, President; Sanjay Saggere, Vice President; and Kelly Esbeck, Cumming Library Member-at-Large. Mr. Kight added that the Friends group is hosting a mid-week book sale next week and will be selling books for $5 per bag.

Mr. Kight advised that, in preparation for the Summer Reading Program, Youth Services staff executed community outreach to more than 12,000 patrons, compared to 3,000 for last summer. Mr. Kight added that the library has 41 new Teen Team members (summer volunteers) on board as of last week.

Mary Helen McGruder asked about the date of the Lisa See author event and Mr. Kight advised the date is September 16, 2014. Ms. McGruder then complimented and thanked the FCPL Friends and Advocates for making the Joshilyn Jackson author event possible last April 17.

Kristin Morrissey asked Ms. McGruder if the Board might send information to the County Commissioners to recognize the contributions of the FCPL Friends and Advocates.

Jon McDaniel indicated that he had a few brief updates for the Board. First, he noted that implementation of the controversial new State-funding formula for public libraries has been postponed for a year and that official discussion of the formula has been suspended until the new State Librarian begins on July 1.

Jon McDaniel advised that the County Commissioners approved the traffic improvement project for the Post Road Library entrance. Work on this project is scheduled to begin in late summer or early fall.

Jon McDaniel passed around a design for a canopy to cover the Post Road Library book drop. He said that the design has become too large, complex, and costly to construct. Mr. McDaniel indicated that he has notified the architect of his concerns and a different, smaller design will be developed. Board members agreed that the proposed design was not the best approach.

Motion was made by Tim Plotner to adjourn the meeting. Kristin Morrissey seconded the motion. The motion passed unanimously, with all Board members present.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Monday, July 21, 2014, at 5:30 p.m. at the Cumming Library location, 585 Dahlonega Road, Cumming, GA 30040.