Forsyth County Public Library Board of Trustees
Minutes from November 12, 2018 Meeting

The Forsyth County Public Library Board of Trustees held its November meeting at the Cumming Library on November 12, 2018. Present were Board members Tim Plotner (Chairman), Mary Helen McGruder, Kristin Morrissey, Kathy Thomas, and Christy Winters. Also present were Anna Lyle (Director), Holly Barfield, Monica Hennings, Stephen Kight, Nikki Watkins, Bobby Williams, and other staff members.

I.   Call Meeting to Order

Tim Plotner called the meeting to order at 5:29 p.m.

II.   Adoption of Agenda

There was a motion by Christy Winters and a second by Mary Helen McGruder to adopt the Agenda without amendments. Motion carried unanimously, with all Board members present.

III.   Announcements

Kristin Morrissey thanked the library staff for being a resource for a project the Parks and Recreation Foundation is considering.

IV.   Adoption of Minutes

There was a motion by Kristin Morrissey and a second by Kathy Thomas to adopt the minutes of the September 17, 2018 Library Board meeting. Motion carried unanimously, with all Board members present.

V.   Items Discussed

1.   Award of contract for landscape services

There was a motion by Kristin Morrissey and a second by Christy Winters to award the landscape services contract to TruCut Landscape Services for the period from December 1, 2018 to November 30, 2019, with the option to renew for two additional years, for the amount of $49,542.64 annually. Motion carried unanimously, with all Board members present.

2. **Fund balance**

   Anna Lyle presented the Board with an update of the Library's fund balance. No action was taken.

3. **Proposed Fiscal Year 2019 budget adjustments**

   There was a motion by Kristin Morrissey and a second by Christy Winters to increase Donations revenues and Operations expenses by $1,100 to reflect donations from FCPL Friends & Advocates for Staff Day and the 2019 Forsyth Reads Together event. Motion carried unanimously, with all Board members present.

   There was a motion by Kathy Thomas and a second by Kristin Morrissey to increase State revenues and Operations expenses by $13,008.40 to reflect a 2018 rollover Lib Tech grant. Motion carried unanimously, with all Board members present.

   There was a motion by Christy Winters and a second by Mary Helen McGruder to increase State revenues and Operations expenses by $19,415.35 to reflect a FY2019 Lib Tech grant. Motion carried unanimously, with all Board members present.

4. **Process for Library Director's evaluation**

   Anna Lyle explained the procedure for the evaluation of the Director and asked the Board if they were all comfortable continuing with the same process that had been used in the past. Everyone agreed to continue with the same evaluation form; minor changes were discussed for the process.

5. **Financial reports**

   Nikki Watkins presented the FY2019 financial report for the period ending September 30, 2018 and the capital projects financial report for the period ending November 2, 2018.

6. **Public Services activities reports**

   Stephen Kight presented the report on Public Services activities for September/ October 2018.

VI. **General Discussion (if needed)**

Anna Lyle updated the Board on the status of the approval of the County budget.

The Board discussed two upcoming library events:
- April 17, 2019 (changed from April 9, 2019), An Evening with Martha Hall Kelly (Forsyth Reads Together)
- April 30, 2019, volunteer appreciation reception.

VII. Executive Session (if needed)

No Executive Session was held.

VIII. Adjournment

There was a motion by Christy Winters and a second by Kathy Thomas to adjourn the meeting at 6:41 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 22, 2019 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Street, Cumming, GA 30040.