

## FULTON COUNTY PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING

JANUARY 14, 2013

#### CALL TO ORDER

The meeting was called to order at 4:04 p.m. by President Pro Tem, Leslie Walker. Present at today's meeting were, Raenae Overmyer, Rosa Metzger, Bob Uhrich, and Rusty McGrew. Sandy Sawyer was absent. Also in attendance were FCPL staff members, Director Jon Gaskill, Assistant Director Becky Williams, and Colleen Diveley.

#### APPROVAL OF MINUTES

After a review of the previous month's minutes, Bob Uhrich moved to accept. Rusty McGrew gave his second. Motion carried.

#### FINANCIAL REPORTS

Payroll claims in the amount of \$55,477.11 and financial claims in the amount of \$255,003.58 were reviewed. Rusty McGrew moved to accept the claims, Rosa Metzger gave her second. Motion Carried.

#### OLD BUSINESS

The Board discussed lettering for the Pontiac Street entrance. This lettering would be the same as the lettering for the Fulton Street entrance. Rusty McGrew moved to approve purchasing the lettering. Bob Uhrich seconded and the motion carried.

#### NEW BUSINESS

The financial officers for FCPL for 2013 are Bob Uhrich and Rusty McGrew, with Bob holding the office of president.

The board decided to have two library credit cards in use. One will have Jon's name on it, and the other will have Becky's name on it. The total credit limit is \$5000.00 split between the two cards.

Bob Uhrich will continue to sign all checks written by the library until a permanent business manager is named. In the event that Bob would not be available, Becky will sign the checks.

The board approved the *Food for Fines* program slated to run through the month of February. Patrons may have their fines deleted in the amount of \$1.00 for every canned or non-perishable food item brought in. The food will be donated to the Food Pantry for folks in need. Raenae moved to approve the Food for Fines with Rusty giving his second. Motion carried.

The board was asked to approve the encumbrance of funds for purchase orders dated on or before December 31, 2012, specifically, P.O. # 8828 to Fansler Lumber Company for \$642.90. Bob moved to approve, and Rosa seconded.

Becky asked the board to approve donating four surplus computers to the Manitou Training Center. These are computers no longer needed by the library and were going to be recycled. They would be given free of charge "as is" to the Training Center. Rusty moved to approve the donation and Rosa seconded. Motion carried.

Rosa said she had spoken with Aubbee Branch Manager Carol Chileen about the counter they acquired to use as their front desk. It is at the branch and being prepared for its new use.

She also told the board that the sewer-like smell is back in the building at Aubbee. This has been an ongoing problem in the spring and fall since the new library opened. Bob suggested getting an expert to look into the problem and get it resolved as soon as possible. Rosa moved to have someone come out to the Aubbee branch to diagnose and fix the problem. Rusty seconded and the motion carried.

Bob question two claims for \$300.00 each for the Aubbee Branch. Becky said that former Business Manager, Leesa Sexton, had mistakenly paid the bill twice. There will only be one check next year.

Jon told the board that the Communications Company of South Bend had come to see him with information about our current security system. They are not in any

way connected with ADT. Jon would like to discontinue using the Communications Company and have our security handled completely by ADT. Communications Company requires thirty days notice for cancellation. He would like the board's approval to cancel ASAP to meet the thirty day requirement. Bob moved to approve the change with Rusty giving his second. Motion carried.

Becky told the board there were some discovered late charges to the IRS and unpaid bills due to the state in the business office from last year. We will need to pay approximately \$10.00. This will be taken care of soon.

Becky praised Dawn for her efforts in taking the position of interim Business Manager following the sad passing of Leesa Sexton. She has done very well filling in. Susan Desche was hired to assist Dawn with the transition.

Jon told the board that things were going smoothly since he assumed the position of director.

The board suggested to Jon and Becky that library keep and maintain a neat and clean appearance throughout the building. Ron has taken the initiative to build shelving to help with the effort.

Quentin Oaks has agreed to begin transitioning to the Reference Department and is taking schooling for that as well.

The board asked for an update to the pictorial directory of staff members as we have had new people come on board.

Leslie asked if it would be possible to digitize paper files to help free up space in storage. Some paper files simply have to be retained by law, but Jon is looking into writing a grant for the funds to digitize the things we can.

## **PATRON FORUM**

In the absence of any public comment, the meeting was adjourned at 4:56 p.m.