

FULTON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

FEBRUARY 10, 2014

CALL TO ORDER

Board President, Mrs. Linda Erp called today's meeting to order at 4:15 p.m. Present were the following board members: Mrs. Erp, Mrs. Rosa Metzger, Mrs. Glenda Sayger, Mrs. Raenae Overmyer, and Mrs. Sandy Sawyer. Mr. Bob Uhrich and Mr. Keith McGrew were absent today. FCPL staff members present were, Mr. Jon Gaskill, Mrs. Becky Williams, Mrs. April Gross, and Ms. Colleen Diveley. Mr. Roger Rouch was the only community member attending today's meeting.

APPROVAL OF MINUTES

After a review of the February minutes, Mr. Gaskill noted that the minutes had incorrectly stated the job title, Digital Services Reference Librarian, and it should have read, Digital Services Reference Assistant. Correction was duly noted. With no other corrections, Mrs. Metzger moved to accept the minutes with Mrs. Sayger giving her second. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$46,708.76, and monthly claims in the amount of \$152,407.61 were presented for the board's review and approval. Mrs. Sayger moved to approve the financials and Mrs. Metzger seconded. Motion carried.

PATRON FORUM

Mr. Roger Rouch, community member, stated he had contacted the Indiana State Library asking about proper procedure during the public forum portion of the board meetings. He shared the results of that phone conversation with the board. The board thanked him for his interest and for sharing his information.

OLD BUSINESS

Mrs. Sayger made a motion to approve the salary increase of ten percent for Library Director, Jon Gaskill to be retroactive to January of 2014. This is in keeping with the results of the January 2014 Executive Session. Mrs. Metzger seconded and the motion carried.

The board was asked to approve a change to the Personnel Policy Manual. The current policy allows staff members with more than 98 sick hours to donate fifteen hours of sick time to a co-worker. The new policy would allow staff members with more than 98 sick hours to donate 30

sick hours to a co-worker. Mrs. Sawyer moved to approve the change to the current policy. Mrs. Overmyer gave her second. Motion carried.

The board asked Mr. Gaskill to assess the current amount of bereavement leave for staff members. These amounts may need to be adjusted as well. Mr. Gaskill agreed to do this and let the board know his findings.

NEW BUSINESS

FCPL staff member, Lizzz Melton has asked in writing for approval of a six month leave of absence. She has asked to utilize FMLA and the rest as unpaid leave. She will be on maternity leave as of February 14, 2014. When her maternity leave is used up, she will utilize FMLA and then the unpaid leave of absence. Mrs. Sawyer moved to approve this leave of absence. Mrs. Metzger gave her second and the motion carried. Mr. Gaskill will let Mrs. Melton know the board's decision.

Mr. Gaskill has asked for approval to make the Digital Services Reference Assistant position a full-time position. Some of the duties involved include, but are not limited to, maintaining the library's website, working with social media, adult activities calendars, and one-on-one computer lessons with patrons. Mr. Gaskill also said the library currently employs Mr. Mike Treon, and Mr. Gaskill feels that Mr. Treon is a good candidate for this position. At this point in the meeting Mrs. April Gross, Systems Administrator, asked the board if there would be plans to hire a Reference Librarian. Mrs. Gross also stated that her assistant, Mr. Zak Schoff has worked for the FCPL for several years now and his hours have been very changed and scattered since he came to FCPL. Mr. Rouch asked if the position was going to be posted for the public so that others may apply. Mr. Gaskill said Mr. Treon was hired with this job in mind and there was no need to post the job outside the library. With no further questions or discussion, Mrs. Sawyer moved to approve the full-time position for Digital Services Reference Assistant. Mrs. Overmyer seconded and the motion carried.

Mr. Gaskill told the board that the fee for non-residents is going up quite a bit. He feels this is due perhaps to inaccurate figures he was given last year for the Library Annual Report. He has asked the board to table approving the higher rate of \$90.00 until the March board meeting. He will be in touch with the State Library to see if the figures are indeed correct, or an adjustment can be made. Mrs. Metzger moved to table the issue of the non-resident fee until the March 10, 2014 meeting. Mrs. Sawyer gave her second and the motion carried.

DIRECTOR'S REPORT

Mr. Gaskill went over the Director's Report with the board and all in attendance at today's meeting. The high cost of programming for the library was discussed. Mrs. Williams said the programs that have the highest attendance are usually the ones that cost the library the most money. Mr. Rouch is on the local REMC Board, and he suggested the library contact REMC for

monetary grants they provide through the "Round-Up" program. This could be done through the Friends of the Library, or through individuals who want to apply for funding for library programming. The board thanked him for the information.

OTHER BUSINESS

Mr. Gaskill told the board he and library employee, Mr. Ron Hoffman, traveled to Kendallville Public Library and purchased items for use in our library. These items include shelving, AV carts, laptop carts, and a glass-topped round table and seven executive chairs. The last items will be especially nice for the library's board meetings. The total cost was \$665.00.

ADJOURNMENT

There was no other business or discussion, and Mrs. Sawyer moved to adjourn at 5:13 p.m. Mrs. Sayger seconded, and the meeting was adjourned.

Respectfully submitted,

Colleen Diveley, Administrative Assistant

NEXT REGULAR BOARD MEETING:

Monday, March 10, 2014 at 4:00 p.m. in the FCPL Indiana Room: Rochester, IN

