

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

March 20, 2017

CALL TO ORDER

FCPL Board Vice President Sandy Sawyer called today's regular Board Meeting to order at 5:04 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Keith McGrew, Bob Uhrich, Sandy Sawyer, Linda Erp and Glenda Sayger. FCPL staff members present were Interim Director Andrea Stineback, Reference Assistant Beth Miller, Literacy Director Tim Roe, Circulation Clerk Deb Marburger, Maintenance Head Jeff Winterrowd, Business Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. 3 members of the public also attended.

APPROVAL OF MINUTES

The Board reviewed the February Meeting's minutes. Sayger moved to approve the minutes. Sawyer seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$41,513.83 and monthly claims in the amount of \$189,791.10 were presented for the Board's review and approval. Uhrich moved to approve the financials. Sayger seconded. Motion Carried.

PATRON FORUM

A patron wanted to know what was going on with finding a Director. The Board said the process has already begun. They have been in contact with the State Library figuring out what information they need to put into the job description. Once the job description is written, it needs to receive approval from the State Library. They hope to have the job posting in the local newspaper and in the State Library network by April's Board Meeting.

OLD BUSINESS

Electronic Sign for Fulton Branch

This topic was discussed with the Maintenance Update.

NEW BUSINESS

Fulton County Community Foundation presentation by Brian Johnson

Brian Johnson and other Community Foundation members attended the meeting to deliver checks to the Library. There were two checks given. The Library received a check for \$1,639.00. The Literacy Coalition received a check for \$226.00.

Maintenance Update

Maintenance Head, Jeff Winterrowd, updated the Board on maintenance issues. He said the heat is up and running except in the Literacy area. Stewart Signs sent a bid on the Fulton Branch sign. Jeff said he called Vanadco Signs to get a bid from them. There is a question about getting a cabled sign versus a wireless sign. If the Library goes with the cable, the sidewalk will have to be dug up. With wireless there is the potential issue of hackers hijacking the sign. It was mentioned that the Kewanna-Union Township Public Library has a wireless sign and they have had trouble with it. Jeff said the flags need replaced. Jeff told the Board that all the vents were cleaned without Cheryl and him needing overtime. He is changing the filters every two months.

Literacy Update

Literacy Director, Tim Roe, updated the Board on Literacy. He created a pamphlet that describes the four projects he is working on. He wanted to start having GED classes at the Library instead of people

having to go to the Adult Education Center but he found out that only one person in the community is allowed to have certification. Tim also is bringing back Stephan Viehweg, Indiana's *Lean the Signs, Act Early* Ambassador.

Sroufe Landscape 2017 Contract

Two proposals were presented to the Board from Sroufe Landscape Nurseries. One includes the regular maintenance of the lawn. The proposed cost is \$8,278.40. Sawyer moved to approve this proposal. Wentzel seconded. Motion carried. The other proposal offers additional services which include tree trimming, repairing the turf, and landscaping the signs in the Arboretum. The total cost for these services is \$2,450. Sawyer moved to approve the additional services with the understanding that Sroufe will need the Board's approval before removing any trees. Sayger seconded. Motion carried.

Update Daily Record of Desk Collections Form

The Board was presented with an updated daily record of desk collections form. The Board has to approve the form the library uses. Sayger moved to approve the updated daily record form. Wentzel seconded. Motion carried.

\$500 donation to Aubbee Branch from Mary Chesser

The Board was made aware that a generous donation was made to the Aubbee Branch from a faithful patron, Mary Chesser. The Board would like a thank you card sent to Mary Chesser.

Resolution to Update Non-Resident Fee

Because the Board Meeting was postponed a week, the date on the resolution needs changed. Tabled until April's Meeting.

Resolution to Transfer Funds between Categories within Library Operating Fund

Because the Board Meeting was postponed a week, the date on the resolution needs changed. Tabled until April's Meeting.

Resolution to Transfer between Funds

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OTHER BUSINESS

The Board was informed that there is a balance with Sterling Bank of \$6.45. The board said to forward this to Attorney Greg Heller. Andrea would like to review the library's website. Since two board members terms are up in June, new members need to be found.

DIRECTOR'S REPORT

Andrea highlighted a few key topics in her report.

STAFF REPORTS

The Department Heads write up monthly reports to explain what each Department has done during the previous month.

AJOURNMENT

Sayger motioned to adjourn the meeting. Erp seconded. Motion carried. McGrew adjourned the meeting at 6:37 p.m.

Respectfully Submitted,

Dustee Kelly, Administrative Assistant

Linda Erp

Glenda Sayger

Keith McGrew

Robert Uhrich

Raenae Overmyer

Linda Wentzel

Sandy Sawyer

Next Regular Board Meeting:

Monday, April 10, 2017 at **6:00 p.m.** in the Indiana Room: Rochester, IN