

# FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

May 9, 2016

## **CALL TO ORDER**

FCPL Board President Keith McGrew called today's regular board meeting to order at 6:04 p.m. Present at the meeting were board members Glenda Sayger, Rosa Metzger, Bob Uhrich, Raenae Overmyer, Linda Erp, Sandy Sawyer, and Keith McGrew. FCPL staff members present were Business Manager Dawn Grubbs, Reference Librarian Andrea Stineback, and Administrative Assistant Dustee Kelly. 7 members of the public also attended.

## **APPROVAL OF MINUTES**

The board reviewed the April meeting's minutes. Sandy mentioned she would like it if the number of people who attended as members of the public was included in the minutes. Dustee made a note and will start including that in the minutes. Sandy moved to approve the minutes. Glenda seconded. Motion carried.

## **APPROVAL OF FINANCES**

Payroll claims in the amount of \$66,413.59 and monthly claims in the amount of \$52,660.27 were presented for the board's review and approval. Rosa moved to approve the financials. Bob seconded. Motion carried.

## **OLD BUSINESS**

### **Staff Training**

Andrea updated the board on the results of the staff training day that happened on April 26<sup>th</sup>. All but 3 staff members were able to attend. There were presentations on Google Apps and Communication in the Library. Dawn gave a presentation on how to use the Square Credit Card. Stephan Vieweg gave a great presentation on autism. There were 40 in attendance at his evening presentation. He had technical difficulties with his computer, but he was still able to give a great presentation and this gave the audience more of an opportunity to ask questions. Overall, a great staff training day. The staff appreciated the lunch provided by the board.

### **Waste Management Update on Pickup**

Dawn updated the board on the response from Waste Management concerning the free pickup during the Summer Library Program. She has called them multiple times and there is no definite answer. The contract with them is up for renewal next June.

### **Makerspace Update**

Dawn updated the board on the Makerspace. There has been 1 Makerspace committee meeting. There were 3 main topics discussed: digital media and photography, sewing machines, and policies. Dawn posted questions on a listserv and has received examples Makerspace policies. She will consult the North Manchester Public Library about their Makerspace. At the committee meeting, there was discussion about renting a van to go to other libraries' Makerspaces. The board asked where the committee would go. Fort Wayne and Kokomo were mentioned. The board recommended going to libraries closer in size to Rochester such as Warsaw or North Manchester. Two staff members attended the District 2 conference and enjoyed a presentation from an employee from Rossville Library about their mobile Makerspace. It was mentioned that this might be a good library to visit. Roger Rouch asked the location of Rochester's Makerspace. The answer is Zak's office. Roger said the Makerspace could grow and Zak's area might not be large enough. Someone mentioned that the meeting room kitchen could be a place for storage of Makerspace items. The board recommended waiting until after the Summer Reading Program for the committee to plan a trip to other libraries. The board also asked that the committee narrow down the list of libraries it would like to visit.

### **Block Party Update**

Dawn updated the board on the Block Party. The fee for the booth has been waived for the library. A \$50 invoice was sent to the library. Dawn called and asked about the fee because she was originally told it was only \$10. The Rochester Downtown Partnership decided that there will be no charge to the library. Balloons, buttons, magnets, and bookmarks will be given away at the booth. The library is also participating in the Fulton County Chamber of Commerce's Bicentennial Community Parade on June 17<sup>th</sup>. The Friends of the Library are providing the funds to purchase candy to distribute during the parade.

### **Solar Project Update**

Keith McGrew gave an update about the solar project. He said the legal issues are still being worked out, so the whole solar project is on hold until these issues can be resolved.

## **NEW BUSINESS**

### **Disposal of Items**

The Board was asked for permission to dispose of items. The board was given a list of 2 items. Sandy said that before these items go into recycling, we should see if they can be used for the Makerspace. Sandy motioned to approve disposing these items. Linda Erp seconded. Motion carried.

### **Hiring Summer Interns**

The Board was asked to give final approval to hire the 3 interns that were interviewed by the board and that they are able to start as soon as possible. Glenda moved to approve hiring the 3 interns the board interviewed. Linda Erp seconded. Motion carried.

### **Hiring Interim Director**

The board discussed hiring an Interim Director. A motion was made to hire Andrea Stineback as the Interim Director, effective immediately. Her salary will be \$38,000. The board would like her to look into a mentorship program. Sandy moved to approve hiring Andrea as Interim Director. Bob seconded. Motion carried.

### **Posting for Director's Position**

The board discussed posting for the Director's position. The board wondered if they are able to work together on an ad before it's brought to a board meeting. Krystal Smith said the board still has to advertise that they are meeting and it can be advertised as a work session. The board will work on this.

### **Bereavement Day**

A staff member would like permission to take 1 bereavement day around Labor Day. The board asked if this was when the funeral services would occur. The answer is yes. Glenda moved to approve this bereavement day for the staff member. Linda seconded. Motion carried.

### **Summer Intern for Aubbee Branch**

The Board was asked permission to hire an intern for the Aubbee Branch. Bob motioned to approve Aubbee hiring an intern for the summer. Sandy seconded. Motion carried.

### **Maintenance Expo**

The Board was asked permission for Ron Hoffman to attend a maintenance expo in South Bend on May 12<sup>th</sup>. There is no cost for the expo. The library would pay his hourly wage for the hours he is there, a meal, and mileage. Bob moved to approve Ron attending this maintenance expo. Sandy seconded. Motion carried.

**Shipshewana Craft Sale**

Dawn mentioned that Kindra Craig and Deb Marburger would like to go to a craft sale in Shipshewana to get ideas for crafts. The Board asked if going would really give ideas since it is a place that mostly sells items. A member of the public asked if patrons can suggest craft ideas. The answer is yes. There is a suggestion box up at the Adult Circulation desk. The board would like more information before a decision is made on this topic.

**Update on DVD Policy**

Bob asked if the Department Heads have come up with ideas on how to fix the issue of securing the DVDs. Andrea mentioned there hasn't been a department heads meeting since last board meeting. There is going to be one on May 18<sup>th</sup> and there should be something the next board meeting.

**Cleaning at Fulton**

The Fulton Branch would like someone to clean since the previous employee resigned. The board asked who is cleaning Fulton now. The answer is the staff members. Dawn made a comparison of hiring a fulltime person within versus hiring a new person. The board asked how often someone needs to clean. The answer is twice a week for a total of 5 hours per week. The board asked if this can wait until the next board meeting. Fulton Branch Manager Selena Rouch replied that it could wait.

**STAFF REPORTS**

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

**AJOURNMENT**

Glenda Sayger motioned to adjourn the meeting. Linda Erp seconded. Motion Carried. Keith McGrew adjourned the meeting at 7:04 p.m.

Respectfully Submitted,  
Dustee Kelly, Administrative Assistant

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**Next Regular Board Meeting:**

Monday, June 13, 2016 at **6:00 p.m.** in the FCPL Meeting Room B: Rochester, IN