

# FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

November 14, 2016

## **CALL TO ORDER**

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:06 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Sandy Sawyer, Keith McGrew, Bob Uhrich, Linda Erp, and Glenda Sayger. FCPL staff members present were Interim Director Andrea Stineback, Business Manager Dawn Grubbs, Tami Holloway, Beth Miller, Literacy Director Tim Roe, Systems Administrator April Gross, and Administrative Assistant Dustee Kelly. Krystal Smith, Attorney Greg Heller, and Jim Straeter were also at the meeting. 2 members of the public also attended.

## **APPROVAL OF MINUTES**

The Board reviewed the September Budget Hearing Meeting's minutes. Sawyer moved to approve the minutes. Uhrich seconded. Motion carried. The Board reviewed the September Meeting's minutes. Erp moved to approve the minutes. Sayger seconded. Motion carried. The Board reviewed the October Budget Adoption Meeting's minutes. Sayger moved to approve the minutes. Wentzel seconded. Motion carried. The Board reviewed the October Meeting's minutes. Sayger moved to approve the minutes. Uhrich seconded. Motion carried.

## **APPROVAL OF FINANCES**

Payroll claims in the amount of \$40,324.53 and monthly claims in the amount of \$80,725.67 were presented for the Board's review and approval. A question was raised about the Enyart's claims and why there were so many checks written out to them. The library does pay them quarterly. It was explained that there was only one check. The items listed are all part of one claim and one check. The Board asked how the library was on the percentages for the budget. Dawn said it is close to where it should be for the year. We might have to adjust a little for the property insurance that was not accounted for. The Board asked if they need to approve transfers. Dawn said between the 100s, it does not have to be approved, only if the transfers happen between the different funds. The Board asked Andrea to look into this to see if there needs to be resolutions for transfers. Sawyer moved to approve the financials. Erp seconded. Motion Carried.

## **OLD BUSINESS**

### **Solar Project**

The Board motioned to approve the Mutual Lease Agreement with Johnson-Melloh and the Indiana Lighting Incentive Application. Sawyer moved to approve. Uhrich seconded. Motion carried. Attorney Greg Heller states that this means the library got what they paid for by receiving the lights. Payment was given for the lights received plus interest on the loan. The solar project is terminated.

The Board motioned to authorize Attorney Greg Heller to negotiate a settlement with Sterling Bank for the loan agreement. Sayger motioned to approve. Erp seconded. Motion Carried.

### **Server Room Renovation**

April would like to renovate her office. She says there is no place for storage. She would like to purchase 2 racks to put equipment on. She said these can be purchased at Lowes or Home Depot for around \$99. The Board asked if she needs help. She said the maintenance man hopefully will help build a counter out of oak shelving that the library already has. The Board asked what the budget for furniture is. Dawn said it is at \$8,000. Some of this money is going to be used for the servers that were previously approved to purchase, but there will be enough for April to use. Sawyer moved to approve letting April use \$200 to purchase the items she needs. Wentzel seconded. Motion Carried.

## **NEW BUSINESS**

### **Staff Insurance Options**

Kendra from Smith, Sawyer, and Smith was not able to attend the meeting to discuss insurance options. Andrea said the renewal will not be available until at least November 28<sup>th</sup>. This was tabled until next meeting.

### **Pay Increase for Staff**

It was mentioned that it would be fairer to have a salary schedule in place. The Board would like a committee to be formed to discuss this. The Board asked if this pay increase was taken into consideration with the 2017 budget. Andrea said yes, the budget for salaries was increased. The Board tabled this topic.

### **FLSA Changes**

The Board received an information legal memo that explains the changes to the Fair Labor Standards Act concerning overtime starting December 1. This only affects Andrea. One option is Andrea working under 40 hours a week. The second option is paying Andrea overtime if she goes over 40 hours in a week. The last option is to up her salary to the requirement of \$47,476. Uhrich moved to approve paying Andrea time and a half when she goes over 40 hours a week. Sawyer seconded. Motion carried.

### **Internal Controls/Materiality Threshold**

The Board was presented with a resolution to establish internal controls. Erp moved to approve signing the resolution to establish internal controls. Sayger seconded. Motion carried.

The Board was presented with a policy on Materiality and Process for Reporting Material Items. A minimum amount needs to be determined by December 31<sup>st</sup> or the state will put \$0 and the library will have to report to the state every time the cash is off. It was recommended to notify the Director when the cash is off between the amounts of \$0-\$50, notify the Board if the cash is off by \$50-\$999, and to notify the state if the cash is off by \$1000 or more. The Board decided to table this until a policy is written.

### **Board Meeting Time**

McGrew and Sayger have trouble getting to the meeting when they are at 4:00 pm. Different times were discussed to determine which one would work better for the Board Members. 5:00 pm was suggested. Uhrich moved to approve trying the 5:00 pm meeting time. Wentzel seconded. Motion Carried.

### **Literacy Update**

Literacy Director, Tim Roe thanked the Board for their continued support. He talked about the Joker's Ball and said there were 14 teams that participated. 19 donations were made totaling around \$900. Jarrety's Place supplied food which was purchased by Teachers Credit Union's generous donation of \$250. It was a great success!

## **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.

## **OTHER BUSINESS**

### **Christmas Party**

The Board was given invites to the Christmas Party. It will be on December 3<sup>rd</sup> at 6:00 pm at the Geneva Center.

### **Friend of Library**

Jeannie Haack talked to the Board about an electronic sign for Rochester. This topic was discussed about 6 years ago and the Friends were told that a sign was being looked into. It has been years later and there is no sign. The Friends would like to help out with purchasing a sign by earmarking some money. The Board said this would be a future plan. The Fulton Branch really needs a new sign first. The Board said that the Friends can start setting aside money if they would like.

### **Fulton Gutters**

McGrew would like DT Construction to look at the Fulton Branch's gutters. When there is a lot of rain, it is draining straight down onto rocks and then hitting the side of another building next to the library. He is worried that it will eventually ruin the neighbor's siding. He would like it inspected to see if the gutters can be extended so water does not drain on the neighboring building.

## **AJOURNMENT**

Erp moved to adjourn the meeting. Sawyer seconded. Motion Carried. McGrew adjourned the meeting at 7:35 p.m.

Respectfully Submitted,  
Dustee Kelly, Administrative Assistant

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Linda Erp

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Glenda Sayger

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Keith McGrew

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Robert Uhrich

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Raenae Overmyer

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Linda Wentzel

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Sandy Sawyer

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### **Next Regular Board Meeting:**

Monday, December 12, 2016 at **5:00 p.m.** in the Indiana Room: Rochester, IN