

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

January 14, 2019

CALL TO ORDER

FCPL Board President Keith McGrew called today's meeting to order at 5:06 P.M. Present at the meeting were Trustees: Rachel Arndt, Keith McGrew, Raenae Overmyer, Glenda Sayger, Emily Schouten and Linda Wentzel. Linda Erp was absent. FCPL staff members present were: Director Andrea Stineback, Business Manager Jo McCollough, Youth Services Manager Jennie Calvert and Systems Administrator April Gross. Attorney MacKenzie J. Breitenstein, J.D. No patrons were present.

APPROVAL OF MINUTES

The Board reviewed the December 10, 2018 Board Of Trustees meeting minutes. Arndt moved to approve the minutes. Schouten seconded. Motion carried. Board Members are to sign the previous month's minutes even if they were absent at that meeting.

APPROVAL OF FINANCES

The finances were presented to the Board for review. Wentzel moved to approve the financials. Sayger seconded. Motion carried.

OLD BUSINESS

Work Cell Phone For Director

Andrea has looked at different cell phone companies. She would recommend Cricket Wireless as they cover about all of Indiana and use AT&T towers. Cricket Wireless has a 5 GB plan for \$40.00 a month or \$35.00 a month after the Auto Pay credit. They have an iPhone S6 for \$199.00 with a \$7.00 a month protection plan. April suggested not purchasing the protection plan and use that money toward the cost of a new phone. Schouten made a motion to accept the \$40.00 plan with the Auto Pay option and purchase of the iPhone S6 for \$199.00. Sayger seconded. Motion carried. The plan can be paid with money from the Transportation account and the phone from the Furniture and Equipment account. Jo will use a credit card for the Auto Pay option. The cost will then be \$420.00 a year plus the cost of the phone the first year.

Changes To Appropriations

Jo stated all the changes were made within categories. No motions were needed for these transfers.

D-T Construction

D-T Construction has prepared a quote to repair the pillar on the Fulton Street parking lot side of the building that was hit by a vehicle on December 7, 2018. This is the company that repaired the pillar the last time it was hit. It appears to be a cosmetic repair and not a structural issue. We are now waiting on the claim adjuster's report from the lady's auto insurance company.

NEW BUSINESS

2019 Annual Financial Meeting

Jo reported that the total investment earnings for 2018 were \$342.08 for the Operating Investment and LIRF Investment. This was all deposited in the LIRF account. She suggested the interest should be divided so the interest earned on each account is deposited into that account. Jo will check on investing in CD's and report at the February Board Meeting.

E-Rate Category 2 Bids

April received two RFP's for an infrastructure upgrade – Chester Incorporated for \$25,969.00 and Innovative Integration for \$31,929.43. She recommended we go with Chester Incorporated. They are who we presently work with. Our 20% of the cost would be \$4,193.80 and can be paid from the Furniture and Equipment account. The 80% E-Rate pays would be \$21,775.20. April has applied for the E-Rate funding. Arndt made a motion that we go with Chester Incorporated. Wentzel seconded. Motion carried.

Hire Youth Services Manager

Jennie Calvert, an almost ten year library employee, has been hired as the Youth Services Manager. Andrea presented the pay rate for Jennie using the new pay schedule. Arndt made a motion to pay Jennie \$14.75 per hour for a 40 hour work week. Wentzel seconded. Motion carried.

Elect Board Officers For 2019

Sayger made a motion to approve the following Board officers for 2019: President – Keith McGrew, Treasurer – Linda Wentzel and Secretary – Raenae Overmyer. Schouten seconded. Motion carried.

Evergreen Indiana Renewal

The Evergreen Indiana Membership increased \$400.00 for 2019. Sayger made a motion to pay the \$8,400.00 membership. Arndt seconded. Motion carried.

Request To Dispose Of Items

The Fulton Branch has three miscellaneous metal display racks they no longer need. Arndt made a motion to dispose of the three display racks. Wentzel seconded. Motion carried.

No Trespass Resolution

Attorney MacKenzie J. Breitenstein presented the "No Trespass" notice for the Rochester Branch she prepared for Mr. Allan Palmer Klein. Arndt made a motion to approve the notice. Sayger seconded. Motion carried. MacKenzie will send the notice to Mr. Klein and the Rochester Police Department.

Attorney Fee Agreement

MacKenzie presented her fee agreement to the Board for review. Andrea signed the agreement on January 3, 2019. Keith will sign it today (01-14-19). Welcome to the Fulton County Public Library, MacKenzie.

Schedule Evaluation Of Director

Emily presented "The Director's Job Description" from IN the Public Trust (September 2014) and a Director Evaluation form for Andrea's evaluation. The form should be completed and brought to the Executive Session to be held on February 11, 2019 at 4:15 P.M. before the regularly scheduled Board meeting. Board Members are to let Andrea know if they will be able to attend to determine if a quorum will be present. Emily suggested that the yearly evaluations be done in August before any budget hearings are held.

Security Cameras

Zak found security cameras on Amazon. A discussion was held on how many cameras to buy and where they should be placed. Arndt made a motion to purchase 12 cameras – 4 for Aubbee (front door,

meeting room door and back door), 4 for Fulton (front door and back door) and 8 for Rochester (2 Pontiac Street door area, 2 Fulton Street door area and 2 at the Staff entrance). Schouten seconded. Motion carried. Zak did the camera installation at the Kewanna Public Library. Placement for the Fulton County Public Library cameras will be up to Zak. All the cameras may not be needed at first and there will then be extra to replace any that break.

Security Door Locks

Andrea reported there are questions regarding door locks and the fire code. Tony Slocum with the Indiana State Police and Fred Sumpter the State Fire Marshall were suggested as contacts for guidance on securing the doors and meeting the codes.

DIRECTOR'S REPORT

Andrea highlighted a few key topics in her report. Andrea is applying for a Small Libraries Create Smart Spaces grant that is due January 18, 2019. She would like to use the grant money to update the Teen Room and Children's Area. Five new travel databases have been added. Andrea and Jo are looking at possibly adding the Gale Small Library Support Databases. Andrea is planning to attend the Legislative Breakfast on January 19, 2019 in Rochester to get to know the state legislators who determine funding for libraries. Dustee Kelly will return from her leave on January 21, 2019.

STAFF REPORTS

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

Carol Chileen wrote reports for the Department Heads meeting and the first 2019 Summer Library Program planning meeting both held on December 12, 2018.

ADJOURNMENT

McGrew adjourned the meeting at 5:59 P.M.

Respectfully Submitted,

Raenae Overmyer, Secretary

Rachel Arndt

Linda Erp

Keith McGrew

Raenae Overmyer

Glenda Sayger

Emily Schouten

Linda Wentzel

Executive Session – Evaluation Of Director

MONDAY, FEBRUARY 11, 2019 at 4:15 P.M. in the Indiana Room at the Fulton County Public Library –

Main Branch – Rochester, Indiana.

Next Regular Board Meeting

MONDAY, FEBRUARY 11, 2019 at 5:00 P.M. in the Indiana Room at the Fulton County Public Library –

Main Branch – Rochester, Indiana.