

**FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING**  
**December 13, 2021**

**CALL TO ORDER**

FCPL Board President Keith McGrew called today's Board Meeting to order at 5:04 p.m. Present at the meeting were Trustees Rachel Arndt, Linda Wentzel, Keith McGrew, and Emily Schouten. Absent: Glenda Sayger, Linda Erp, and Raenae Overmyer. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Jennie Calvert, Carol Chileen, Beth Miller, Janet Johnson, Margaret Pendley, Deb Whistler, and Administrative Assistant Dustee Kelly. Library Attorney MacKenzie Breitenstein was also present.

**APPROVAL OF MINUTES**

The November Board Meeting minutes were read and approved after a motion by Emily Schouten, seconded by Linda Wentzel. Motion carried.

**APPROVAL OF FINANCES**

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

**OLD BUSINESS**

**Doors**

Rochester Glass gave a quote of \$12,900 to fix the doors. Rachel Arndt moved to approve the quote for \$12,900 subject to review by Jeff. Emily Schouten seconded. Motion carried.

**NEW BUSINESS**

**Election of Officers for 2022**

President-Keith McGrew, Vice President-Rachel Arndt, Treasurer- Linda Wentzel, and Secretary- Raenae Overmyer. Emily Schouten moved to approve the above mentioned officers. Linda Wentzel seconded. Motion carried.

**Overdrive Consortium Update**

Rachel Arndt moved to approve Joining Indiana Digital Library. Linda Wentzel seconded. Motion carried.

**Job Description Update**

Andrea worked on updating the Adult Services Librarian, PC Tech, and Adult Services Assistant job descriptions. Emily Schouten moved to approve the Job Description updates. Rachel Arndt seconded. Motion carried.

**Collection Development and Management Policy**

Included in the policy are the guidelines for purchasing items, weeding process, and reconsideration of items. Linda Wentzel moved to approve the updates to the Collection Development and Management Policy. Emily Schouten seconded. Motion carried.

**Laser Cutter policy**

Quenton drafted a policy for the Laser Cutter. The Board would like to make sure patrons sign an acknowledgment form saying they have read and agree to the policy. This is tabled until the item is added.

**Time off Policy**

Certain areas of the Time off Policy were updated including Personal, Vacation, and Bereavement. Rachel Arndt moved to approve the updated Time off Policy. Linda Wentzel seconded. Motion carried.

**Covid-19 Employee Relief plan**

Many staff members have had to use sick time for COVID related reasons. The policy will reinstate paid time off for employees who themselves get COVID or a family member in same household gets COVID. Proof of positive COVID test result is required. Rachel Arndt moved to approve the Covid-19 Employee Relief plan. Linda Wentzel seconded. Motion carried.

**Long Range Plan**

Staff, Department Head, and Board focus groups are completed. Public focus groups are January 18 and 19, 2022.

**DIRECTOR’S REPORT**

Andrea highlighted several items from her November report.

**OTHER BUSINESS**

**Disposal List**

Rachel Arndt moved to approve the disposal list. Emily Schouten seconded. Motion carried.

**Kids Order**

There is money available from the Belcher fund at the Community Foundation for the use of the Children’s Department. Jennie would like some shelving purchased for the Teen Room and Children’s Department. A quote from Demco for \$5,701.94 was presented to the Board. Linda Wentzel moved to approve the shelving quote. Emily Schouten seconded. Motion carried.

**ADJOURNMENT**

Keith McGrew adjourned the meeting at 5:51 pm.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

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Keith McGrew

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Linda Wentzel

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Glenda Sayger

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Raenae Overmyer

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Linda Erp

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Rachel Arndt

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Emily Schouten

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**Next Regular Board Meeting:**

Monday, January 10, 2022 at **5:00 p.m.** via Zoom or in Meeting Room B.