

**FULTON COUNTY PUBLIC LIBRARY****BOARD OF TRUSTEES MEETING****MAY 13, 2013****CALL TO ORDER**

The meeting was called to order at 4:10 p.m. at the Leiters Ford Branch by President Sandy Sawyer. Present at today's meeting were, Raenae Overmyer, Rosa Metzger, and Bob Uhrich. Leslie Walker, Rusty McGrew, and Linda Erp were absent. Also in attendance were FCPL staff members, Director Jon Gaskill, Aubbee circulation clerk, Janice Porter, and Colleen Diveley. Assistant Director Becky Williams was not present.

**APPROVAL OF MINUTES**

After a review of the previous month's minutes, Bob Uhrich moved to accept. Rosa Metzger gave her second. Motion carried.

**FINANCIAL REPORTS**

Payroll claims in the amount of \$40,147.92 and financial claims in the amount of \$69,844.80 were reviewed. The board mentioned they liked the notes Dawn has been adding to explain what each claim is for. Bob Uhrich moved to accept the claims, Rosa Metzger gave her second. Motion Carried.

**OLD BUSINESS**

Jon told the board that as of May 1<sup>st</sup>, 2013, the Tyco project was completed. The library is completely secured at all three branches. The board suggested a log be kept of how many times calls are made for security service.

The in-house audit is due to begin mid-week. It could take up to six weeks to complete. The audit will be conducted by Umbaugh and Associates and will give the library extensive analysis on how our money is being spent. The total cost for the audit is expected to be \$3,750.00

The **Volunteer Policy** has been modified to say that when anyone volunteers their time at FCPL, they may not represent anyone or any group other than FCPL while they are doing the volunteer work. Exact wording can read in the policy manual. There was no discussion on the change and Raenae moved to accept the change. Bob seconded and the motion carried.

Jon has received five quotes for upgrading the library's website. Quotes range anywhere from \$700.00 to \$7000.00. Jon and April will look over the quotes and choose their top three. Jon will present these to the board at the next meeting.

### **NEW BUSINESS**

In spite of lowering the deposit to ten dollars to check out a tablet, they are still not circulating. Janice told the board Aubbee had one check out for theirs. Jon asked the board to consider allowing them to circulate without the deposit fee. After discussion, Bob moved to approve circulating the fifteen Nexus tablets without the deposit fee. Raenae seconded and the motion carried.

The **countertops at Aubbee** will soon be installed. Ron Huffman got CDI of Warsaw to retrofit the countertops to the current circulation desk for \$1150.00 guaranteed. A small circulation desk is to be added in the Aubbee meeting room along with the installation at the main circulation desk. Some of the extra counter and cabinets may go to the Fulton branch.

The **Summer Reading Program** begins at all three branches June 3<sup>rd</sup> and runs through July 22<sup>nd</sup> this year. Of the \$8000.00 budgeted, \$1000.00 remains left to use. Some of this money may be spent for adult programming this summer. There have been many donations for the SRP from businesses in the community. Many events for all three branches are scheduled on Tuesdays, Wednesdays, and Thursdays this summer. Jon has the following people in charge of the reading program in their areas: Becky in Children's, Andrea Steinbeck in Teen's, Lizzz Melton in Adult Circulation, Selena Rouch at Fulton, and Carol Chileen at Aubbee.

Bob thanked Jon for the **Staff Yearbook**. All the board members present agreed it was very nice to have names and faces as well as departments where the staff members work.

In his **Director's Report**, Jon mentioned some **shifting of staff members**. Andrea is now the department manager for the Teen Room and Mary Scott has moved to Adult Circulation. Some teens have applied for summer employment at the library and may be used to help with circulation. He also reported that we are currently at 28.73% of our payroll. This number is a little low this far into the year but that allows for some room to increase current staff work hours instead of hiring more part-time people.

Jon also had good news for the board. The FCPL has passed the **Library Standards!**

"Pro Quest" is a program that provides perpetual access to multiple newspaper archives for \$5000.00 initially, plus a \$400.00 a year hosting fee. This would save the time and expense of digitization of the Rochester Sentinel articles that go back as far as 1858. With ancestry being the biggest use on our website, this would be a useful tool for patrons and something for the board to consider approving.

Bob mentioned his **current term** ends June of this year, as does Sandy's. What do the rest of the board and Jon want to do? It was decided to first contact Dan Foster, Superintendent of Caston Schools, and he can talk with the other panel members about reappointment.

The board decided to hold the **August meeting** at the Fulton Branch. This is in keeping with the practice of meeting at the branches at least once a calendar year.

#### **PATRON FORUM**

The board asked **Janice Porter** if she had any questions or comments for them. She replied no, but enjoyed attending today's meeting.

**ADJOURNMENT**

There was no other business or comment and the meeting adjourned at 5:10 p.m.

The next meeting of the FCPL Board of Trustees will be on June 10, 2013, at 4:00 p.m. in the Director's Office at the Rochester branch.

Respectfully submitted,

Colleen Diveley

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