

FULTON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

NOVEMBER 18, 2013

CALL TO ORDER

Mrs. Sandy Sawyer called the meeting to order at 4:44 p.m. in the meeting room of the Fulton Branch Library. In attendance for the meeting were the following board members: Mrs. Sawyer, Mr. Bob Uhrich, Mr. Keith (Rusty) McGrew, Mrs. Linda Erp, Mrs. Rosa Metzger, and Mrs. Glenda Sayger. Board member, Raenae Overmeyer was absent from today's meeting. FCPL staff members present were Director, Jon Gaskill, Assistant Director, Becky Williams, Systems Administrator, April Gross, Branch Manager, Carol Chileen, and Administrative Assistant, Colleen Diveley. Community members present were, Mr. Ron Chileen, Mr. Terry Porter, and Mr. Roger Rouch.

APPROVAL OF MINUTES

The minutes of the 2014 Budget Adoption Meeting were reviewed by the board with Mr. McGrew moving to accept the minutes as presented. Mrs. Erp gave her second and the motion carried.

The minutes of the regular meeting were reviewed by the board. Mr. Uhrich pointed out an error in the typing of "Qur'ran". With no other corrections, Mrs. Metzger moved to accept the minutes. Mr. McGrew seconded and the motion carried.

FINANCIAL REPORTS

The board voiced their approval of Dawn's efforts to reduce the amount of monthly billing by requesting quarterly billing. A list of companies and their billing cycles was given to the board.

Payroll claims in the amount of \$41,886.60, and financial claims in the amount of \$86,413.19 were presented to the board. Mr. McGrew moved to accept the claims as presented with Mrs. Sayger giving her second. Motion carried.

OLD BUSINESS

Mr. Gaskill presented the board with quotes from R.E. Sutton and Associates for employee health insurance. It is to be noted Mrs. Sandy Sawyer withdrew from this discussion and Mrs. Linda Erp assumed the office of President Pro Tem for the insurance discussion only.

The board discussed the dollar amounts and tabled a decision until the next board meeting on December 9, 2013. It was decided that Mr. Gaskill will invite Mr. Rob Sawyer, of Smith, Sawyer, and Smith, as well as Ms. Deb Johnson of R.E. Sutton and Associates, to attend the December board meeting. This will give both parties an opportunity to address the board with regard to the cost of insurance premiums for the qualifying staff of the FCPL. It is also noted that eligible staff members may also pursue health insurance the government marketplace online.

The insurance discussion concluded and Mrs. Sawyer resumed leading the board meeting.

The committee to oversee sound buffers for the Great Hall met in the past month and Becky Williams gave the board their report. The fire marshal told Mrs. Williams any materials used in the buffers must be sprayed with a

flame retardant. It was decided that neutral burlap fabric will be used, and the décor will be seasonal. Clay's Floorcovering has been contacted to cover the squares at the top of the walls with carpet for further soundproofing.

Mr. Uhrich moved, and was seconded by Mr. McGrew, to approve the expense of purchasing and installing the necessary materials for the buffers. Motion carried.

NEW BUSINESS

Mr. Gaskill told the board he would like to have the FCPL Board Policy Manual updated in one to two years' time. It is his intention to address the legal needs first, and continue updating a section at a time. These updates will be presented to the board for approval as they are accomplished.

\$15,000.00 has been budgeted for digital resources in 2014. Mr. Gaskill would like purchase, "A to Z Databases", "Minecraft.edu", "and Zinio", and "Per Use" downloads. For convenience and billing reasons, he would like to see the purchase of the resources by January 1, 2014.

The board was asked to approve the elimination of Wi-Fi sign in. After some discussion, Mr. McGrew moved to eliminate the sign-in due to the fact that anyone can sign in falsely as it is now. Mr. Uhrich seconded and the motion carried.

Mr. Gaskill asked the board to consider reducing the cost of sending faxes. The current cost to send a fax is \$3.00 for the first page and \$1.00 per page after that. Mr. Uhrich made a motion to reduce the cost of faxing to a flat rate of \$1.00 per page. Mr. McGrew seconded and the motion carried.

Several computer items were on a list for the board to approve their disposal. Mr. McGrew moved to dispose of all the computers to the recycling center. Mrs. Sayger seconded and the motion carried.

Mr. Gaskill asked the board to consider wage adjustments for some staff members. He asked that Ron Hoffman and Dawn Grubbs be given \$1.00 per hour increases, Quenton Oakes, Andrea Stineback, Krystin Childers, Janice Porter, and Deb Marburger all be given .50 per hour increases effective January 1, 2014. Mr. Gaskill also recommended Rose Krull be given a raise of \$2 .15 per hour. Mrs. Metzger moved to approve the suggested increases. Mrs. Erp gave her second and the motion carried.

The workshop attended by FCPL board members was considered very worthwhile and Mrs. Sawyer was thanked for providing the transportation.

DIRECTOR'S REPORT

Each board member was given a copy of the Director's Report in their board packet to review.

OTHER BUSINESS

No other business was presented to the board at today's meeting.

PATRON FORUM

Mr. Rouch suggested that funds from patrons making copies go to the General Fund and that when choosing to spend money for digital resources, a big share of the funds should go to resources used by teens as they are probably the biggest users of technology at this time.

Board members have been given a form to evaluate the performance of the library director. These forms will be filled out with a 1 to 10 scale and the board president will go over the results with the director when they are completed.

ADJOURNMENT

There was no further business to discuss and the meeting adjourned at 6:00 p.m.

The next regular Board meeting will be, Monday, December 9, 2013 at 4:00 p.m. on the Indiana Room of the Rochester branch of the FCPL.

Respectfully submitted,

Colleen Diveley

Administrative Assistant
