

FULTON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

DECEMBER 9, 2013

CALL TO ORDER

Board President Sandy Sawyer called today's meeting to order at 4:00 p.m. Present for the meeting were board members, Mrs. Linda Erp, Mrs. Rosa Metzger, Mrs. Glenda Sayger, Mrs. Raenae Overmyer, Mrs. Sawyer, and Mr. Bob Uhrich. Mr. Keith, (Rusty) McGrew was absent today. The following FCPL staff members present were, Director, Jon Gaskill, Assistant Director Becky Williams, Systems Administrator, April Gross, Head Cataloger, Janet Johnson, Aubbee circulation clerks, Rhonda Stevens and Janice Porter, and Colleen Diveley, Administrative Assistant. Members of the community present were, Roger Rouch, Terry Porter, and Kevin Kennedy. Insurance representatives present were, Ms. Deb Johnson, Ms. Kendra Chudzynski, and Mr. Rob Sawyer.

APPROVAL OF MINUTES

Minutes for the November 18th Executive Session were reviewed by the board. Mr. Uhrich moved to approve the minutes. Mrs. Erp gave her second and the motion carried.

The minutes for the November 18th regular meeting were reviewed with Mrs. Metzger moving to approve the minutes. Mr. Uhrich seconded and the motion carried.

APPROVAL OF FINANCES

Claims in the amount of \$67,953.36, and payroll claims for the amount of \$42,988.52 were presented for the board's review. Mr. Uhrich moved to accept the claims as presented and Mrs. Sayger seconded the motion. Motion carried.

OLD BUSINESS

Ms. Deb Johnson of R.E. Sutton, and Mr. Rob Sawyer, along with Kendra Chudzynski, of Smith Sawyer and Smith Insurance Company, presented insurance plans and options to the library board members at today's meeting. Board President Sandy Sawyer withdrew from the insurance presentation and discussion. Board member, Linda Erp assumed duties as President Pro Tem at this time. Both companies presented very similar plans and options for the board to consider. Both companies offered competitive rates and significant savings. After discussion, Mr. Uhrich made a motion to approve accepting the United Health Insurance plan HLD/NS through Smith Sawyer and Smith Insurance Company. Mrs. Sayger seconded and the motion carried. Mrs. Sawyer returned at 4:48 p.m. to continue the meeting. Due to board members having to leave, the meeting proceeded to year-end wage adjustments, and then returned to the Old Business portion of the meeting.

NEW BUSINESS

Mr. Gaskill requested a year-end wage adjustment for FCPL staff members. He presented figures showing percentages and dollar amounts for the adjustments. The board looked at the amounts and Mrs. Erp moved to approve a 2.5% pay adjustment for the 2013 earnings for all staff members. Mrs. Metzger seconded and the motion carried. Mr. Uhrich excused himself at 4:55 p.m. due to a prior commitment.

OLD BUSINESS CON'T

Mr. Gaskill presented the Technology Plan to the board to be added as an appendix to the current Board Policy Manual. This plan is already approved by the State of Indiana. Mrs. Erp made a motion that the plan be added as an appendix to the Policy Manual. Mrs. Metzger gave her second and the motion carried.

NEW BUSINESS CON'T

Mr. Gaskill had asked department heads to consider items they would like to see the library purchase by year's end. As a result, the cataloging department has purchased a CoLibri Book Protection Package that will save the library between \$.28 and .50 per book. He requested board approval to purchase a DVD/CD repair machine for each of the branches. Each machine would cost \$1645.00. The possibility of allowing patrons to have their DVDs and cds cleaned for a fee was discussed. This would offset the initial cost of the machines. A desk for the reference area was discussed. This desk would set out in a more public area where patrons could freely seek help with their reference needs as well as offer room for one-on-one computer assistance. It is intended that less than \$5000.00 be spent on the reference desk. Mrs. Metzger made a motion to approve the purchase of the two dvd/cd repair machines for the branches and to allow the purchase of a reference desk under \$5000.00. Mrs. Sayger seconded and the motion carried. Mrs. Sayger left the meeting at 5:13 p.m. due to a previous commitment. Mrs. Sawyer, Mrs. Erp, Mrs. Overmyer, and Mrs. Metzger remained, and the meeting continued.

"Hoosier S.T.A.R.T." was discussed as a voluntary opportunity for all staff members to consider for retirement savings. Mr. Gaskill asked the board if they would approve having a representative come speak with the staff at the next monthly staff meeting. Mrs. Overmyer made a motion to allow a representative from "Hoosier S.T.A.R.T.", to make a presentation at the December 18th staff meeting. Mrs. Metzger seconded and the motion carried. Mrs. Sawyer is planning to attend and asked some of the other board members if they would like to be there as well.

A merged FCPL Laptop/Tablet Lending Policy was presented to the board for approval. Mrs. Erp moved to accept and approve the merged policy. Mrs. Overmyer seconded and the motion carried.

Mr. Gaskill told the board Mr. Mike Treon has been hired part-time to maintain the library's website, conduct computer classes for patrons, and is also being trained to do circulation. Mr. Treon is in the first month of his ninety day trial period. He has a degree in Informatics from IUK...

DIRECTOR'S REPORT

In going over the Director's Report, it was mentioned that Mr. Bob Brown asked to rent a meeting room once a month to appraise and possibly purchase antiques. The board members discussed the pros and cons of having Mr. Brown here. The possibility of having weapons and firearms brought in for appraisal was mentioned. One suggestion was to make it a one-time fund raiser sponsored by the Friends of the Library. In the end, Mrs. Metzger made a motion to not allow the library to be used for this purpose. Mrs. Overmyer gave her second and the motion carried.

OTHER BUSINESS

Mrs. Erp reported that the fabric for the buffers in the Great Hall has been treated with flame retardant and is on the framework. The committee will meet soon to discuss adding decorative metal wall art to the ends of the buffers.

PATRON FORUM

Mr. Roger Rouch commented to the board that he feels by having the Patron Forum at the end of the board meeting, the public is not allowed to voice comments and concerns on action items before voting is done. He also expressed the concern that unless policy is in place for the dvd cleaner, the demand for the service could overwhelm the staff.

Staff member Rhonda Stevens of the Aubbee Branch suggested patrons could be allowed only a set number of items per visit and a one week service time.

Aubbee staff member Janice Porter asked how the “Hoosier S.T.A.R.T” came to be chosen as a retirement savings option for the staff to consider. The answer was that it is a State of Indiana offered program.

April Gross of the Rochester branch asked if someone from local banks or financial planning could present a similar program to staff members. As community member Terry Porter mentioned, there are a number of fees involved to use the State’s program.

Mr. Gaskill said he had talked with adult programmer, Lizzz Melton about having a presentation open to everyone, not just staff, in one of the meeting rooms. At least three banking facilities in Rochester offer retirement planning.

Mr. Porter also asked the amount of savings the library and staff will expect to see with the change of insurance to United Healthcare. The answer was \$35,695.68 annually.

ADJOURNMENT

Board President Sandy Sawyer adjourned today’s meeting at 6:05 p.m.