

## **FULTON COUNTY PUBLIC LIBRARY**

### **BOARD OF TRUSTEES MEETING**

**JANUARY 13, 2014**

#### **CALL TO ORDER**

President Pro Tem, Mrs. Linda Erp, called today's meeting to order at 4:40 p.m. Present for the meeting were the following board members: Mrs. Rosa Metzger, Mrs. Glenda Sayger, Mrs. Raenae Overmyer, Mr. Bob Uhrich, Mr. Keith (Rusty) McGrew, and Mrs. Erp. Absent today was Mrs. Sandy Sawyer. FCPL staff members present for the meeting included Library Director, Jon Gaskill, Assistant Director Becky Williams, Systems Administrator, April Gross, Administrative Assistant, Colleen Diveley, and Aubbee Circulation Clerk, Janice Porter. Also present today was community member, Terry Porter.

#### **APPROVAL OF MINUTES**

The board reviewed the minutes for December 9, 2013. There being no discussion or questions, Mr. McGrew made a motion to approve the minutes. Mr. Uhrich seconded and the motion carried.

#### **APPROVAL OF FINANCES**

Having reviewed the claims and financial reports, Mr. McGrew moved to accept the financials as presented. Mrs. Metzger gave her second and the motion carried.

#### **PATRON FORUM**

There members of the community present at today's meeting had no questions or comments for the board.

#### **OLD BUSINESS**

Updated job descriptions in the Library Personnel Policy Manual were reviewed by the board. These descriptions were for Circulation Manager, Teen Department Manager, and Digital Services Reference Librarian. After reviewing these, Mr. Uhrich moved to accept the job descriptions as presented. Mrs. Sayger seconded and the motion carried.

#### **NEW BUSINESS**

Mr. Gaskill asked for board approval to reimburse Andrea Stineback \$1500.00 for tuition expenses for 2013. This is in keeping with the Library policy to reimburse \$500.00 per college class. Andrea has completed three classes. Mrs. Metzger moved to approve encumbering the funds for the reimbursement amount as shown on library purchase order #9344 and Mr. McGrew seconded. Motion carried.

Mr. Gaskill told the board the books are closed for 2013. All accounts are paid up as we begin 2014. The library has \$137,757.12 which can be moved to the Rainy Day Fund with the Board's approval. This represents 10% of the library's annual budget and is allowable by law. Mr. McGrew made a motion to approve the transfer of the surplus funds to the Rainy Day Fund. Mrs. Sayger seconded. Motion carried.

Election of Board Officers was held at today's meeting. Mrs. Sayger made a motion to appoint the following: Mrs. Linda Erp as Board President, to serve in that capacity for two years, Mr. Keith (Rusty) McGrew to be Vice-

President, Mrs. Rosa Metzger to remain as Board Secretary, and Mr. Bob Uhrich to continue as Board Treasurer. Mrs. Overmyer seconded and the motion carried.

Mrs. Overmyer made a motion to elect Mr. Bob Uhrich and Mr. Keith (Rusty) McGrew as the library's financial officers for 2014. Mrs. Sayger seconded. Motion carried.

Mr. Gaskill asked the board members for their approval to begin a food drive for the local food pantry beginning January 15, 2014. The library has used the food drive as a way to forgive patron fines and give back to the community for several years. Mr. Uhrich moved to allow the food drive to begin on January 15, 2014 and run for a length of time determined by the director. Mr. McGrew seconded and the motion carried.

**DIRECTOR'S REPORT**

Mr. Gaskill went over the Director's Report with all present. He told the board Sroufe Landscaping is preparing a proposal for snow removal at the Rochester branch. The Rochester Street Dept. clears the parking areas only. Mrs. Erp told Mr. Gaskill she was glad for the safety of all concerned that the library was closed during the height of the early January blizzard. .

**OTHER BUSINESS**

A request was made for an updated list of board members and their contact information. Mrs. Erp said she would like a current staff member list with contact information included.

Mrs. Metzger asked for the Library Mission Statement to be added to the board packets. The statement currently appears on all library related documents.

**ADJOURNMENT**

There being no other business to conduct, Mrs. Sayger moved to adjourn today's meeting at 5:23 p.m. with Mrs. Metzger giving her second. Meeting adjourned.

Respectfully submitted,

Colleen Diveley, Administrative Assistant

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