

## FULTON COUNTY PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING

APRIL 14, 2014

#### CALL TO ORDER

FCPL Board President Linda Erp called today's meeting to order at 4:08 p.m. Present at the meeting were board members, Mrs. Erp, Mrs. Rosa Metzger, Mrs. Sandy Sawyer, Mrs. Raenae Overmyer, and Mrs. Glenda Sayger. Board members, Mr. Keith McGrew and Mr. Bob Uhrich were absent from today's meeting. FCPL staff members present were Director, Jon Gaskill, Assistant Director, Becky Williams, Systems Administrator, April Gross, and Administrative Assistant, Colleen Diveley. Judy Climie, Friends of the Library President was also at today's meeting.

#### GUEST SPEAKER

Mr. Curt Pletcher of Umbaugh and Associates, spoke to the board and all present today about a Preliminary Bond Resolution authorizing refunding, establishing savings parameters and hiring professionals. It was recommended the Board adopt Exhibit A today. Mrs. Sawyer moved to re-negotiate bonds through Umbaugh and Associates. Mrs. Sayger seconded and the motion carried.

#### APPROVAL OF MINUTES

The board minutes for March 10, 2014 were reviewed. With no questions or corrections, Mrs. Sawyer moved to accept the minutes with Mrs. Overmyer giving her second. Motion carried.

#### APPROVAL OF FINANCES

Mrs. Sayger moved to accept the financial claims of \$52,106.59 and payroll claims of \$43,453.48 as presented to the board. Mrs. Overmyer seconded and the motion carried.

#### PATRON FORUM

Judy Climie of the *Friends of the Library* spoke to all present about upcoming fundraisers for the Friends. The annual Round Barn Festival Book Sale will be coming up in June with a Wednesday night preview for members of the Friends organization. The Friends will also be having a fundraising event at the Rochester Dairy Queen on Monday, May 12, 2014, from 4 p.m. to closing. The group receives ten percent of the total sales for the evening. *Friends of the Library* members will be bussing tables and talking to customers. All are welcome and encouraged to come support this group that helps the library so much. Ms. Climie also let everyone know the *Friends* meeting for March had to be postponed due to inclement weather. The new date for the meeting is April 16, 2014 at 6:30 p.m. in meeting room A of the Fulton County Public Library. All are welcome to attend.

#### OLD BUSINESS

The board discussed updating the policy manual to reflect the addition of a provision for unattended minor children in the library. Mrs. Metzger made a motion to accept the policy wording as presented to the board. Mrs. Sayger seconded and the motion carried. Mrs. Sawyer moved, and seconded by Mrs. Sayger, the re-wording of the Personnel Policy with regard to the change in pay periods. The library has moved to a bi-weekly pay. Motion carried. Exact wording for both policy updates can be found in the Library Policy Manual and the Library Personnel Policy Manual respectively.

With regard to payroll, Direct Deposit for employees was mentioned as well as the possibility of out-sourcing payroll. Jon told the board he would look into both options and report at the next meeting.

Mrs. Erp said she appreciated the concrete bench being moved away from the front entrance of the library. Mr. Gaskill said he had been the one to make that move. Mrs. Sawyer mentioned that patrons had spoken to her about the changes and relocations of things within the library. Mr. Gaskill said that is always the best interest and convenience of the patrons in mind when things get moved in the library, and that things can always be changed back if the patrons find it too inconvenient for them.

## NEW BUSINESS

The board reviewed and discussed the proposal presented by Sroufe Landscape Nurseries in the amount of \$7,960.00 for outside maintenance, and a proposal for \$13,899.10 for developing new flower beds at the Rochester Branch. Mrs. Sawyer moved to accept the bid for outside maintenance with Mrs. Metzger seconding. Motion carried. Mrs. Overmyer moved to accept and approve the bid for additional flower bed as proposed as long as the library stays within the current budget. Mrs. Sawyer seconded and the motion carried.

Surplus computer items for disposal were listed and given to the board to review. Mrs. Sawyer moved to approve disposing of the listed items. Mrs. Sayger seconded and the motion carried. Mr. Gaskill said he would look into the possibility of selling the items on E-bay.

Mr. Gaskill asked for the Board's permission to begin a search for a full-time Reference/Adult Services Librarian. Mrs. Sayger moved to approve the search for a candidate both in-house and through outside sources. Mrs. Metzger gave her second and the motion carried.

Mr. Gaskill also asked the Board's approval to re-hire Ms. Chloanne Jones Choate as a Reference Assistant. Mrs. Sawyer made a motion to approve the hiring, and Mrs. Sayger seconded. Motion carried.

## DIRECTOR'S REPORT

Mr. Gaskill briefly went over his Director's Report with all present today. He said the "All Staff" meetings have been going very well since changing to a new format. Every other staff meeting is now a tech training meeting.

The branch at Leiters Ford is now an official polling place for Aubbeenaubbee Township.

April 25, 2014, is slated for the grand opening of the Grand Hall Art Gallery. Diane Tesler will give an artist talk as well.

All the rest of the items are listed on the report submitted in the board packet.

## OTHER BUSINESS

Mr. Gaskill reported to the board that over 3,264 pounds of food has been donated to the Food Pantry during our Food for Fines program.

The Library's website is still a work in progress at this time. Mill Creek Technologies seems to be having difficulty converting the data. Anyone interested may go to *dev.fulco.lib.in.us* to see a sample of what the site will look like.

New Holland of Rochester donated \$200.00 toward outside signage that shows the support given to the Summer Reading Program by area businesses.

It was asked if the board would approve Adult Bingo during the reading program. There would be absolutely no money involved, only prizes awarded to winners. The board members present said there was no problem with doing that.

## ADJOURNMENT

There being no other business or comment, Mrs. Sawyer moved to adjourn at 5:42 p.m.

Respectfully submitted,

Colleen Diveley, Administrative Assistant

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