

FULTON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES PUBLIC BUDGET ADOPTION/BOARD MEETING

October 13, 2014

2015 PUBLIC BUDGET ADOPTION

CALL TO ORDER

Mr. Keith McGrew called today's meeting to order at 6:10 p.m. Present at the meeting were board members, Mrs. Rosa Metzger, Mr. Keith McGrew, Mr. Bob Uhrich, Mrs. Raenae Overmyer, Mrs. Sandy Sawyer, and Mrs. Glenda Sayger. FCPL staff members present were Director Jon Gaskill, Administrative Assistant Dustee Krull. Roger Rouch was also present as a member of the public. Board President Mrs. Linda Erp was absent.

NEW BUSINESS

The board looked over the 2015 Budget. Director Jon Gaskill pointed out some key differences from the 2014 Budget. There is a 2.7% increase for the 2015 Budget that was distributed towards various areas. Mrs. Sandy Sawyer moved to approve the 2015 Budget. Mr. Bob Uhrich seconded. Motion carried. The 2015 Budget was approved.

ADJOURNMENT

Nothing else was discussed about the 2015 Budget. Mrs. Glenda Sayger moved to adjourn the 2015 Budget Adoption meeting. Mrs. Rosa Metzger seconded. The Budget Adoption meeting was adjourned at 6:18 p.m.

BOARD MEETING

CALL TO ORDER

Mr. Keith McGrew called today's meeting to order at 6:18 p.m. Present at the meeting were board members, Mrs. Rosa Metzger, Mr. Keith McGrew, Mr. Bob Uhrich, Mrs. Raenae Overmyer, Mrs. Sandy Sawyer, and Mrs. Glenda Sayger. FCPL staff members present were Director Jon Gaskill, and Administrative Assistant Dustee Krull. Roger Rouch was also present as a member of the public. Board President Mrs. Linda Erp was absent.

APPROVAL OF MINUTES

The board reviewed September's minutes. Nobody had any questions about the minutes. Mr. Bob Uhrich moved to approve Septembers Board minutes. Mrs. Glenda Sayger seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$42,336.81, and monthly claims in the amount of \$74,591.57 were presented for the board's review and approval. Mrs. Rosa Metzger moved to approve the financials. Mrs. Sandy Sawyer seconded. Motion carried.

PATRON FORUM

Mr. Roger Rouch was present as a member of the public. He brought up the issue of expansion again. He would like to get the ball rolling because expansion needs planned ahead. He suggested moving the trees in the arboretum to make room for expansion.

OLD BUSINESS

Director Jon Gaskill asked the board to approve closing the Library at 5:00 p.m. instead of 6:00 p.m. for the Staff Party on November 7. He also invited the board to attend. Mrs. Sandy Sawyer moved to approve the 1 hour early closing on November 7. Mr. Bob Uhrich seconded. Motion carried.

NEW BUSINESS

Director Jon Gaskill proposed an upgrade of two photocopiers and relocate the two photocopiers from Rochester to Fulton and Aubbee. The photocopier proposed is a Ricoh Aficio MP C2503. The purchase price is \$3,680.00. There is a 60 month FMV \$1.00 option lease at \$162.19 for both copiers and it includes a MPC2551 Fax Board. An Additional Fax Board will be \$183.00. This device will have repair service and the service will include all toner, parts, staples, labor, & routine service calls. Overages billed at \$0.045 for color and \$0.006 for black and white. Mr. Bob Uhrich moved to approve the upgrade of two photocopiers. Mrs. Rosa Metzger seconded. Motion carried.

Director Jon Gaskill asked the board to approve the transfer of funds from the 100s (Operating) to the 900s (Memorial). Mrs. Sandy Sawyer moved to approve the transfer of funds. Mrs. Rosa Metzger seconded. Motion carried

Director Jon Gaskill asked the board's permission to offer flu shots to staff members. Flu shots are offered at the community center on October 23. Staff members can go there or to their own doctor and they will get reimbursed. Mrs. Raenae Overmyer motioned to approve reimbursement for flu shots to staff members. Mrs. Rosa Metzger seconded. Motion carried.

Director Jon Gaskill proposed to the board a change in language in staff policy manual. The will allow donation of unused sick time in the event of retirement/resignation to the "sick pool." In the policy the change will say, "In the case of Retirement or Resignation, the staff member in question may be allowed to donate the remaining and "banked" sick time to the "Sick Pool" to

be used in emergency situations by staff members in need.” Mrs. Sandy Sawyer motioned to try this language change in the staff policy manual. Mr. Bob Uhrich seconded. Motion carried.

Director Jon Gaskill proposed to the board to have Steamatic clean ductwork. It hasn't been done for a while. The board said they remember it was cleaned before but couldn't remember exactly when it was. It will be scheduled in December so the invoice will be dated next year, which will allow for it to be paid in by the 2015 Maintenance Budget. The Rochester Branch will cost \$6,968.00 to clean, Fulton \$2,132.00, and Aubbee \$1,144.00. Total it will cost \$10,244.00 to clean all the ductwork at all three branches. Mr. Bob Uhrich moved to approve the ductwork cleaning by Steamatic. Mrs. Rosa Metzger seconded. Motion carried.

DIRECTOR'S REPORT

Director Jon Gaskill highlighted a few events in his Director's Report. The Staff Training Day on September 24 was wonderful had 37 staff members in attendance. Director Jon Gaskill and Ron Hoffman are still investigating installation of solar panels at the Aubbee Branch. Friends of the Library week falls on October 19-25. October is Friends of the Library fines forgiveness month. September was Library Card Sign-Up Month, and we had 82 new library card holders when all was said and done. The Spell Bowl was a success with 36 teams. We should be thinking of having Snow Removal this winter.

OTHER BUSINESS

Mrs. Rosa Metzger asked about the Belcher Memorial and the tree that is going to be coming. The Tree total is \$15,000. \$12,000 is for the materials and \$3,000 is for the Shipping and Handling. It should be up by Christmas. Mrs. Rosa Metzger also thought a special dedication of the tree might be nice. There is \$880 remaining in the fund. The Board asked if the rest of it should be used up. Director Jon Gaskill said he will talk to Mr. Belcher to see.

There was a sheet of two items up for disposal. They are two monitors that date 2007. Mrs. Glenda Sayger motioned to approve the disposal of these two items. Mr. Bob Uhrich seconded. Motion carried.

Mrs. Raenae Overmyer asked about the Friends week, and if the library should do something special for them. Either by becoming a member of the Friends, getting them flowers, maybe put an advertisement in the newspaper.

Mr. Bob Uhrich asked if it might be possible to go back to meeting at 4:00 p.m. instead of 6:00 p.m. for the winter months. This time change will start November and go through March. Then from April to October meet at 6:00 p.m. again. Mr. Bob Uhrich moved to approve these times for the Board Meetings. Mrs. Rosa Metzger seconded. Motion carried.

AJOURNMENT

No other business needed to be discussed. Mr. Keith McGrew adjourned the meeting at 7:35 p.m.

Respectfully Submitted,

Dustee Krull, Administrative Assistant

Next Regular Board Meeting:

Monday, November 10, 2014 at **4:00 p.m.** in the FCPL Indiana Room: Rochester, IN