

## FULTON COUNTY PUBLIC LIBRARY

### BOARD OF TRUSTEES BOARD MEETING

NOVEMBER 10, 2014

#### CALL TO ORDER

FCPL Board President Linda Erp called today's meeting to order at 4:00 p.m. Present at the meeting were board members, Mrs. Linda Erp, Mr. Keith McGrew, Mrs. Raenae Overmyer, Mrs. Glenda Sayger, and Mrs. Sandy Sawyer. FCPL staff members present were Director, Jon Gaskill, Administrative Assistant, Dustee Krull, and Assistant Director, Becky Williams, arrived toward the end of the meeting. Absent: Mr. Bob Uhrich, and Mrs. Rosa Metzger.

#### APPROVAL OF MINUTES

Mrs. Sandy Sawyer asked if the Budget meeting minutes should be separated from the actually board meeting minutes. Director, Jon Gaskill, did not know, but Administrative Assistant, Dustee Krull, fixed it so they were on separate sheets of paper. Mrs. Sandy Sawyer also found two grammatical errors, and Administrative Assistant, Dustee Krull, fixed those errors. Mr. Keith McGrew motioned to approve the corrected minutes. Mrs. Sandy Sawyer seconded. Motion carried.

#### APPROVAL OF FINANCES

Payroll claims in the amount of \$61,938.08, and monthly claims in the amount of \$ 83,162.07 were presented for the board's review and approval. Director, Jon Gaskill, explained the reason for the percentages on the financial report. He said some are over 100% because money was put into that category. Mrs. Sandy Sawyer asked why the taxes category was over 100% and what the library gets taxed on. Director, Jon Gaskill, said he wasn't sure but that he will talk to Dawn Grubbs, the Business Manager to find out. Mrs. Sandy Sawyer moved to approve the Financial Report. Mr. Keith McGrew seconded. Motion carried.

#### PATRON FORUM

No member of the public was present

#### OLD BUSINESS

The subject of an increase for salary positions was brought up. Mr. Keith McGrew recommended that this subject be visited at the next meeting when Mr. Bob Uhrich can be present since he signs the checks. Mr. Keith McGrew motioned to table this subject until the next meeting when Mr. Bob Uhrich is there. Mrs. Glenda Sayger seconded. Motion carried.

Director, Jon Gaskill, recommended updating the board policy Fine Amnesty Program's language. Mrs. Sandy Sawyer did some grammatical changes to what Director, Jon Gaskill, had written out. The change eliminated the first part of the first sentence and changing the second sentence to "may" instead of "will." Mrs. Sandy Sawyer motioned to approve the board policy update with the language changes. Mr. Keith McGrew seconded. Motion carried.

The Board addressed the Personnel Policy review/ update. Director, Jon Gaskill said this subject has to be addressed every year. The only change Jon made was changing **Salary Increases** to **Salary Schedule**. Mrs. Glenda Sayger motioned to approve the language change. Mr. Keith McGrew seconded. Motion carried.

#### NEW BUSINESS

Director, Jon Gaskill, asked the board's permission for an early payroll for Christmas. Originally the library staff will get paid on December 26, 2014, but Jon asked if the date to get paid could be December 23, 2014 instead. Mr. Keith McGrew motioned for the payroll date change. Mrs. Sandy Sawyer seconded. Motion carried.

Director, Jon Gaskill, and Maintenance man, Ron Hoffman, are still investigating Solar Panels for the libraries. He asked the board for permission to investigate and start bid. The board said Jon didn't need their permission to investigate and get bids. The issue was just talked about nothing was voted on.

#### DIRECTOR'S REPORT

Jon Gaskill went over a few topics in his Director's report. October's Friends for Fines program was a success. The library collected nearly \$1,000 for the Friends of the Library. Duct Cleaning by Stematic will take place on December 1<sup>st</sup> at Aubbee, December 5<sup>th</sup> & 8<sup>th</sup> at Fulton, and December 9<sup>th</sup> until finished at Rochester. The outside pillar that was damaged in the accident on September 29<sup>th</sup> will be repaired by Dennis McKee, and it will be completed before the end of the year. Our Nature Maker Tree will be delivered between December 8<sup>th</sup> and December 15<sup>th</sup>. A ceremony will be planned closer to the date of delivery and installation.

#### OTHER BUSINESS

The Board really appreciated the Holiday Party on Friday, November 7. It was nice to see the Friends of the Library there, and it was nice to sit and visit.

Director, Jon Gaskill, asked if sick time can be used for family pets. One staff member needed to take time off to take care of a pet. The board wasn't sure of an answer for that. Some members of the board liked it because to some people pets are family and need immediate attention if they are ill or need to be rushed to the vet. Others weren't sure if staff members would take advantage of using sick hours for pets. At the end the board just said that Director, Jon Gaskill, should use

his discretion, and keep track when staff members ask Jon for permission to use sick time for animal emergencies.

**AJOURNMENT**

No other business needed to be discussed. Mrs. Glenda Sayger motioned to adjourn the meeting. Mr. Rusty McGrew seconded. President Mrs. Linda Erp adjourned the meeting at 5:15 PM.

Respectfully Submitted,

Dustee Krull, Administrative Assistant

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**Next Regular Board Meeting:**

Monday, December 8, 2014 at **4:00 p.m.** in the FCPL Indiana Room: Rochester, IN