

FULTON COUNTY PUBLIC LIBRARY- BOARD OF TRUSTEES MEETING- FEBRUARY 9, 2015

CALL TO ORDER

FCPL Board President Linda Erp called today's meeting to order at 4:03 p.m. Present at the meeting were board members, Mrs. Linda Erp, Mr. Keith McGrew, Mrs. Glenda Sayger, Mrs. Rosa Metzger , and Mrs. Raenae Overmyer. FCPL staff members present were Director, Jon Gaskill, Administrative Assistant, Dustee Krull, Technology Dept. Coordinator, April Gross, and Business Manager, Dawn Grubbs. Mrs. Polly Thompson Wolf was present as a member of the public. Absent: Mrs. Sandy Sawyer, Mr. Bob Uhrich.

APPROVAL OF MINUTES

The Board reviewed January's board minutes. No changes were requested. Mrs. Rosa Metzger moved to approve the minutes. Mr. Keith McGrew seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$42,837.96, and monthly claims in the amount of \$207,007.29 were presented for the board's review and approval. Mr. Keith McGrew moved to approve the financials. Mrs. Glenda Sayger seconded. Motion carried.

PATRON FORUM

Mrs. Polly Thompson Wolf was present as a member of the public. She is a student at Ivy Tech. She came to observe our library and the board meeting for one of her classes.

OLD BUSINESS

Director, Jon Gaskill, proposed to continue with ENA for Evergreen and for continued discussion to add RTC later for patron/staff Internet access. RTC is less expensive and has more megabytes than ENA. Mr. Keith McGrew moves to approve the proposal of keeping ENA for now and add RTC later for patron/staff Internet access.

Director, Jon Gaskill, proposes to update the policy by removing the floor plans from the Board Policy manual and removing "Tape/Videocassette" language since the FCPL doesn't have tape/videocassettes any longer. With the floor plans in the manual it is easy access for outsiders to see and could be a security issue. FCPL already has exit signs posted around the library in case of emergency. Mrs. Glenda Sayger motioned to approve the policy updates. Mrs. Raenae Overmyer seconded. Motion carried.

The Board was presented with a Purchase Order for chairs. A total of 12 chairs were ordered for Rochester and 12 chairs were ordered for Aubbee. The total of all the chairs was \$4,679.00 plus Shipping and Handling. The board members took a tour of the new items recently purchased for

cataloging and looked at the places where the new furniture is going to go. The chairs that are for Adult Circulation cost \$369 a piece. There was a question why the price was so high.

Administrative Assistant, Dustee Krull, got the National Business Furniture catalog to show the board the specific chair the Adult Circulation wanted. The price is a little high because of the durability of the chair and the weight limit. Mr. Keith McGrew motioned to approve the ordering of chairs for Aubbee and Rochester branches. Mrs. Rosa Metzger seconded. Motion carried.

The Board was presented with another Purchase Order for furniture for the AV Department. The order is for one complete office set, an executive desk, and two storage cabinets. The total was \$4,442.00 plus shipping and handling. Mrs. Glenda Sayger moved to approve the AV furniture purchase. Mrs. Raenae Overmyer seconded. Motion carried.

NEW BUSINESS

The Board was asked for permission to have Chester Technologies on a monthly schedule for IT Assistance for the year. For one day per month for 8 hours the hourly rates will be \$80 and \$65 for a Systems Engineer and Technician respectively. This is cheaper than having them come for only 4 hours one day per month which costs \$90 & \$75. Mrs. Rosa Metzger moved to approve having Chester Technologies coming for one day per month for 8 hours. Mr. Keith McGrew seconded. Motion carried.

Director, Jon Gaskill, asked the Board's permission to advertise Request for Proposals for a Guaranteed Energy Savings Contract for solar project. It was suggested to have an Attorney to inspect the document and make sure we get the right wording. Mr. Keith McGrew moved to table this discussion until the March Board Meeting to give time for an attorney to view everything and the wording is correct. Mrs. Rosa Metzger seconded. Motion carried.

The Board was asked for permission to bring all FCPL's antivirus software up to date and on the same renewal schedule. This will shorten the paper work because during the course of the year 6 POs would have to been written. With everything on the same schedule only one PO will have to be written out. Chester Technologies gave us a quote and for 2 years, up until December 19, 2016, the cost will be \$4,575.00. Mr. Keith McGrew motioned to approve having the antivirus software up to date and on the same renewal schedule. Mrs. Glenda Sayger seconded. Motion carried.

Director, Jon Gaskill, asked the board's permission to send him to the ALA Annual Conference in San Francisco on June 25-29. Director, Jon Gaskill, calculated the expense it would cost. He will stay with a friend so that eliminates money for hotel. With airfare, and the cost of conference, he calculated it to be about \$679. The money for this will come out of the Traveling and Professional Meetings budgets. Mrs. Glenda Sayger motioned to approve of sending the Director to the ALA Annual Conference in San Francisco on June 25-29. Mr. Keith McGrew seconded. Motion carried.

DIRECTOR’S REPORT

Director, Jon Gaskill, highlighted a few key points in his report. FCPL is #3 in the Evergreen consortium for transits/checkouts to other libraries! Planning has started for the Collaborative Summer Library Program.

OTHER BUSINESS

Mrs. Rosa Metzger asked about the FCPL’s website and thought it would be nice to keep that more update so the community knows what events coming up sooner. Maybe having the schedule update ahead of time.

Permission was asked to start working on a Digitization Grant. IMLS and LSTA offers a \$20,000 grant to digitize materials in libraries in Indiana and across the US. Mr. Keith McGrew motioned to approve going ahead and working on getting the grant. Mrs. Rosa Metzger seconded. The board signed a letter that states their approval to pursue a grant.

A staff member wrote a letter to the board asking for an extended leave of absence for medical issues. Mrs. Linda Erp said a time limit should be enacted. Mrs. Glenda Sayger motioned to extend the staff member’s leave for about 72 days and the issue will be revisited if need be at the May, 2015 board meeting. Mrs. Rosa Metzger seconded. Motion carried.

Mrs. Linda Erp asked if the Board could have an Executive Session before the March Board Meeting, to look at the write-ups of the last three months, and look at the Job Performance of the staff.

AJOURNMENT

No other business needed to be discussed. Mrs. Linda Erp adjourned the meeting at 5:32 p.m.

Respectfully Submitted, Dustee Krull, Administrative Assistant

Next Regular Board Meeting:

Monday, March 9, 2015 at **4:00 p.m.** in the FCPL Indiana Room: Rochester, IN