

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. Glenda Sayger, Mrs. Rosa Metzger, Mrs. Sandy Sawyer, and Mr. Bob Uhrich. FCPL staff members present were Director, Jon Gaskill, Administrative Assistant, Dustee Krull, Business Manager, Dawn Grubbs, and Assistant Director, Becky Williams. Mr. Roger Rouch was present as a member of the public. Absent: Mrs. Raenae Overmyer.

APPROVAL OF MINUTES

The Board reviewed January's board minutes. Nobody had any questions. Mr. Keith McGrew moved to approve the minutes. Mrs. Glenda Sayger seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$43,307.28, and monthly claims in the amount of \$83,097.83 were presented for the board's review and approval. Mr. Bob Uhrich asked if the library has setup a set schedule with businesses for bills. Director, Jon Gaskill, said Business Manager, Dawn Grubbs, has most of the local businesses we do business with on at least monthly bill payments. Mrs. Rosa Metzger asked about the \$1,930.00 spent for the annual service charge for access to the Auto Repair Reference Center and Small Engine Repair Reference Center for patron use. She wanted to know if that was well used. Director, Jon Gaskill, said not really but it's a good database to have for patrons because cars don't break down when the library is open so it's a good resource for patrons when they have to fix their car at 2:00 in the morning. Mrs. Sandy Sawyer moved to approve the financials. Mr. Keith McGrew seconded. Motion carried.

PATRON FORUM

Mr. Roger Rouch recommended when getting bids for the solar panels to not be locked in to the lowest price. The library also wants to make sure the company is qualified and their quality is good.

OLD BUSINESS

Mr. Greg Heller, an attorney, was present for the board meeting to answer questions about the solar contract and going about doing a request for proposals. He said the contract was very detailed which is a good thing. It is very specific and makes them qualified and knows about solar panel installation. The board was asked for permission to advertise for bids in various newspapers including: Rochester, Logansport, Plymouth, South Bend, and Indianapolis. The due date for bids is June 1, 2015. Mrs. Sandy Sawyer moved to approve advertising in the various newspapers for bids for solar panel installation. Mrs. Glenda Sayger seconded. Motion carried.

The board was asked for permission to update the personnel policy. There is green and red ink in the personnel policy now. To update the policy the board is asked if we can remove the unnecessary information in green, and the information in red needs to be turned to black to make it permanent. Mr. Bob Uhrich moved to update the personnel policy by removing the information in green, and turning the red ink to black to make that information permanent. Mrs. Rosa Metzger seconded. Motion carried.

The board was asked for permission to retain Sroufe Landscaping for grounds keeping at Rochester in 2015. Director, Jon Gaskill, said he called Hiatt's, Sellers Service, and Innovative Outdoor, but none of these companies sent a quote. Mrs. Rosa Metzger moved to approve retaining Sroufe Landscaping for the grounds keeping at Rochester for 2015. Mrs. Sandy Sawyer seconded. Motion carried.

NEW BUSINESS

The board was asked for permission to acquire a credit card for the Business Manager, Dawn Grubbs. Recently fraudulent purchases have been taken place on the Director, Jon Gaskill's, card. The amount has been refunded and a new card issued. There are only two credit cards in the library. Director, Jon Gaskill has one, and Assistant Director, Becky Williams, has the other. Issuing a card to the Business Manager, Dawn Grubbs, will

help know what is being purchased and by who. Mrs. Glenda Sayger motioned for the Business Manager, Dawn Grubbs, to acquire a credit card. Mr. Bob Uhrich seconded. Motion carried.

Brian Johnson from the Fulton County Community Foundation, along with some of his fellow co-workers, stopped by to present a dividends check to the Library for \$1,314.00, this is the interest from our permanent fund.

The board was asked permission to add Wildman Facility Services for paper and janitorial products. Cintas is our current supplier but the FCPL has been having problems with Cintas' customer service. The FCPL is still under contract with Cintas that lasts until 2016. The FCPL will still have Cintas deliver the minimum so we don't break the contract, and add Wildman for our paper products. Doing this will save the FCPL \$50 every two weeks. Mr. Bob Uhrich moves to add Wildman services for paper and janitorial products. Mrs. Rosa Metzger seconded. Motion carried.

The board is asked permission to lower the copy and print costs. Black and white is \$0.20 and color is \$1.00. The FCPL would like to lower black and white to \$0.10 and color to \$0.25. It was high because this used to be Friends of the Library fundraiser but now the Friends don't use it anymore. Mrs. Sandy Sawyer moves to approve the drop in copy and print costs. Mr. Bob Uhrich seconded. Motion carried.

DIRECTOR'S REPORT

Director, Jon Gaskill, highlighted a few key topics in his report. The Collaborative Summer Library Program is in planning. Prizes have been ordered and most of the programs scheduled. The new furniture in the Technical Services Dep't and the Acquisitions/AV area is all put together. Over 2500 pounds of food was collected for the Fulton County Food Pantry from February's Can your Fines forgiveness program.

OTHER BUSINESS

Lois Coffing wrote a letter to the board asking for a leave of absence over the 2015 summer. She would like to take a summertime vacation with his/her better half. Mrs. Glenda Sayger motioned to approve the employee's leave of absence. Mrs. Sandy Sawyer seconded. Motion carried.

There was a motion to change the bylaws to reflect the board meeting time through the year. From April to September the board meetings will start at 6:00 p.m. From October to March the meetings will begin at 4:00 p.m. Mr. Bob Uhrich motioned to update the bylaws to reflect the meeting times. Mrs. Sandy Sawyer seconded. Motion carried.

AJOURNMENT

No other business needed to be discussed. Mrs. Glenda Sayger moved to adjourn the meeting. Mrs. Sandy Sawyer seconded. Motion carried. Mrs. Linda Erp adjourned the meeting at 5:20 p.m.

Respectfully Submitted,
Dustee Krull, Administrative Assistant

Next Regular Board Meeting:

Monday, April 13, 2015 at **6:00 p.m.** in the FCPL Indiana Room: Rochester, IN