

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

December 14, 2015

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular board meeting to order at 4:20 p.m. Present at the meeting were board members, Mr. Keith McGrew, Mrs. Glenda Sayger, Mrs. Rosa Metzger, Mr. Bob Uhrich and Mrs. Sandy Sawyer. FCPL staff members present were Director, Jon Gaskill, Business Manager, Dawn Grubbs, Administrative Assistant, Dustee Kelly, Reference/Adult Services Librarian, Andrea Stineback and Assistant Director, Becky Williams. Absent: Mrs. Linda Erp and Mrs. Raenae Overmyer.

APPROVAL OF MINUTES

The Board reviewed November's board minutes. There were a few grammatical errors pointed out. Administrative Assistant, Dustee Kelly, fixed those. Mrs. Sandy Sawyer motioned to approve the minutes. Mrs. Rosa Metzger seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$46,685.11 and monthly claims in the amount of \$100,084.00 were presented for the board's review and approval. Director, Jon Gaskill, said the library had the ILF renewals due and the Tumbleweed press electronic books resource was up for renewal and that is why the monthly claims amount was so high. Mr. Keith McGrew asked if the \$1,000.00 still in the building materials category will be looked down upon by the state. He asked if any snow removal items needed to be purchased with that money. Director, Jon Gaskill, said heat strips are needed but those won't be ordered until early January 2016. Business Manager, Dawn Grubbs, said it should be fine and the numbers are movable to go into other accounts if needed. Mrs. Glenda Sayger moved to approve the financials. Mrs. Sandy Sawyer seconded. Motion carried.

PATRON FORUM

Nobody was present as a member of the public.

OLD BUSINESS

Financing Proposal from Sterling Bank for Solar/LED conversion through Operating Fund-closing date 12/14/2015 with attorney's opinion letter. Attorney Greg Heller and Kurt Schneider from Johnson Melloh were present. Greg Heller said he now feels more comfortable with the solar project. The bank is closing on the financing on Monday 12/14/15, but there is more documents that need signed that are not ready. There needs to be a motion for the President of the Board to sign the documents when they are ready. Greg said he met with Jim Straeter and talked for about an hour. He didn't fully understand the numbers and he wanted to make sure the library is protected and getting the guarantee savings the solar company is promising. Greg said it's important that if the contractor is not meeting the numbers that they will pay. Mrs. Sandy Sawyer motioned to approve having the Board President sign the papers to move forward with financing with attorney Greg Heller's approval. Mr. Bob Uhrich seconded. Motion carried. Mr. Keith McGrew asked if there needed more discussion before signing the papers. He wants to make sure everyone is on the same page and have all their questions answered. Mrs. Rosa Metzger said just to get clarification that this is part of phase 1 and a tracker is being put in. Kurt said yes that is correct and the panels are going to be on the ground front and back of the building and maybe a little on the roof if needed. Jon said the insurance doesn't like the idea of the panels on the roof. Kurt said he will have a meeting with the insurance company if it's a problem. Mrs. Rosa Metzger said the community of Fulton have been collecting donations for an electric sign for the Fulton Branch library. She said some people have come up to her to ask what is going on and is the Fulton Branch going to get this sign. She asked Kurt if the tracker and an electric sign are interchangeable. Kurt said no they are separate. Mrs. Rosa Metzger asked if announcements and a plaque that says who donated money for the sign will be allowed on the sign. Assistant Director, Becky Williams, said people at her church donated money for the

Fulton Branch sign as well and have been asking about it. Mrs. Sandy Sawyer asked if Fulton Branch wanted this sign. Mrs. Rosa said she told the people who were asking that the board had to meet. Mr. Kurt Schneider said there is a \$30,000 allowance for a sign and he can show the board layouts. Mr. Keith McGrew asked if the library was held down to a specific position of the sign. Mr. Kurt Schneider said no. Mrs. Rosa Metzger asked how many panels will be needed. Mr. Kurt Schneider said each panel is about 37KW so the library will need about 111 or so. The tracker produces 2X more so cost goes into the tracker. Mrs. Rosa Metzger said we don't want to upset the people of Fulton and motions to not start construction until the sign issue is worked out. Mrs. Sandy Sawyer said we don't want the people to decide what the library is to do. Mrs. Rosa Metzger said they just want to know what is going on. Mr. Kurt Schneider said the financing is for \$490,000. Director, Jon Gaskill, said maybe the money donated for Fulton's electric sign should go to the library to help pay for the tracker with sign. Mr. Keith McGrew asked hypothetically if Johnson Melloh went out of business how is the library protected. Mr. Kurt Schneider said there is bonds and a trust fund that will cover expenses. Mrs. Rosa Metzger asked about the state approval that was discussed earlier. Mr. Greg Heller said it is a code thing and solar is an oversight at state level. There is a remedy in the current contract. The board thanked attorney Greg Heller and Mr. Kurt Schneider from Johnson Melloh for being there and answering the board's questions. Mrs. Sandy motion to allow the board president to sign the needed documents upon approval from Attorney Greg Heller. Mr. Bob Uhrich seconded. Motion carried.

NEW BUSINESS

The board was asked permission to change policy for emergency closures to follow school closings where each staff member resides. The current policy states the library only closes in a state of emergency. Director, Jon Gaskill, said the Department Heads voiced concern over the snow issue. Some of the employees live in different school systems and the change will cover staff where they live. Mrs. Sandy Sawyer said just because it's not bad in Rochester doesn't mean it's not dangerous elsewhere. The added update to the policy would say, "When the school system is closed due to weather the library will be closed until 1:00p.m. A determination will be made by the Director or his/her designee and the Board President by noon as to the library's ability to open at 1p.m. Staff will be compensated on the basis of where they live, not where they work. For example, a staff member lives in Macy and Caston Schools are closed due to inclement weather, said staff is paid and does not need to report to work until 1p.m. if determined that the library at which they work would open." Director, Jon Gaskill, said the library will go by schools decision and see if it's possible to open at 1p.m, which would avoid calling staff early in the morning. Mrs. Glenda Sayger asked if the school closes then it's an automatic that the library is closed. Director, Jon Gaskill, said not necessarily, but if it's too dangerous the library will close. Mr. Keith McGrew said whenever someone calls and says it's bad then it probably is. Mrs. Sandy Sawyer asked how the staff is contacted to let them know the library is closed. Director, Jon Gaskill, said he calls the President of the board and then he notifies the department heads who then call their respective staff members. Mrs. Glenda Sayger motioned to approve making the changed update to the policy concerning emergency closures. Mrs. Rosa Metzger seconded. Motion carried.

The board was asked to approve a staff Insurance Plan for 2016. The employees sent emails and most of the employees voiced that they want to keep the same insurance plan. Mr. Keith McGrew said he thought about it and it would be hard to put money into HSA accounts for all insured staff. The current plan would cost \$20,000 more in 2016 which is already budgeted in the 2016 budget. Mrs. Glenda Sayger said it would be hard to keeping having the same insurance plan if the price is going to continue increasing. Mr. Keith McGrew asked if this decision can be tabled. Business, Manager, Dawn Grubbs, said a decision needs to be made by January 1, 2016. Director, Jon Gaskill, said the library can't sustain this amount if the price for this insurance plan

keeps increasing by \$20,000 each year. Business Manager, Dawn Grubbs, said the percentage of how much the library pays for the insurance could be changed too. Mr. Keith McGrew said we can do it for 2016 but in 2017 it would have to change. Mrs. Glenda Sayger agreed and said the employees should be warned. Mrs. Sandy Sawyer was not part of the vote. Mrs. Rosa Metzger moved to keep the same health insurance plan for 2016. Mrs. Glenda Sayger seconded. Motion carried.

The Board was requested for year- end salary adjustment for all staff. Mr. Keith McGrew said the board agreed to not do the salary adjustments. Mrs. Sandy Sawyer moved to not do the year-end salary adjustments for staff. Mrs. Rosa Metzger seconded. Motion carried.

Brian Johnson of the Fulton County Community Foundation presented a Grant Check to the library. The grant check was for \$2,000. Chloe Ann Choate and Andrea Stineback came up with a project called the Jail Christmas Project. Andrea gave a brief explanation about the project. The 22 inmates at the Fulton County Jail were given the story book, "Twas the Night before Christmas" and the inmates were video recorded reading the story. Zak Schoff edited the videos. The video, a copy of the book, and a stuffed animal will be delivered to the children of the inmates. Mrs. Sandy Sawyer asked if the guardian of the children would even want something like that given to the child. Andrea said they talked to the sheriff and she received approval and will be hand delivering some of the gifts in town but the out of town ones will be mailed. Andrea said thank you to Brian Johnson for funding this project. Brian Johnson said the FCCF likes to fund new and unique projects and is glad the Fulton County Public Library has a grant station available at the library. Andrea accepted the check from Brian Johnson and a picture was taken.

DIRECTOR'S REPORT

Director, Jon Gaskill, highlighted a few key topics in his report.

OTHER BUSINESS

Mr. Keith McGrew read a letter from Mrs. Linda Erp which said she hasn't been feeling well for quite a while and is resigning from being President of the Board. She will continue to serve on the Board. Mr. Bob Uhrich moved to accept Mrs. Linda Erp's resignation of Board President and approved Mr. Keith McGrew as President. Mrs. Glenda Sayger seconded. Motion carried.

Business Manager, Dawn Grubbs, mentioned that the checks for the payroll from December 6-December 19th would land on Christmas Day. She asked the Board if the checks could be dated the 23rd so staff members could cash their checks before Christmas. Mrs. Glenda Sayger motioned to approve having the checks dated December 23rd. Mrs. Rosa Metzger seconded. Motion carried.

Mrs. Sandy Sawyer and Mrs. Rosa Metzger both wanted more Information about Maker Spaces. Mrs. Rosa Metzger said she couldn't get her head wrapped around what this is. Director, Jon Gaskill, said it's a place to make things like crafts. He said the teen room is not being utilized enough. He said the library can get glue guns, sewing machines, etc. He said it's a place dedicated for making things. Business Manager, Dawn Grubbs, said with the Maker Space the library can incorporate what the schools are doing like engineering skills, fine arts, etc. Mrs. Rosa Metzger asked why not use the meeting rooms and the kitchen for this Maker Space. Director, Jon Gaskill, said that is an idea but the library would need to get a cooking stove/oven. Mrs. Sandy Sawyer asked how the Friends of the Library had such wonderful books for their books sale. Director, Jon Gaskill, said those books were donations that have not be used. He said the ones in storage already have a copy of it on the shelf so the storage area was cleaned out and those books were given to the Friends for their book sale. Mrs. Sandy Sawyer asked how the library weeded items. Director, Jon Gaskill, said the items that haven't circulated for 3 or more years are weeded out. Mrs. Sandy Sawyer asked how the DVDs being in the cases are working. Director, Jon Gaskill, said the staff is still chipping away at putting the discs in the cases but there hasn't been any complaints. Director, Jon Gaskill, said the biggest problem is not theft; its

patrons not bringing the items back. He thought maybe contacting a collections agency to try to get the library items back.

AJOURNMENT

No other business needed to be discussed. Mr. Keith McGrew adjourned the board meeting at 5:35p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting:

Monday, January 11, 2016 at **4:00 p.m** in the FCPL Indiana Room: Rochester, IN