

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

June 15, 2015

CALL TO ORDER

FCPL Board Secretary Rosa Metzger called today's meeting to order at 6:10 p.m. Present at the meeting were board members, Mr. Keith McGrew, Mrs. Glenda Sayger, Mrs. Rosa Metzger, Mrs. Sandy Sawyer, and Mr. Bob Uhrich. FCPL staff members present were Director, Jon Gaskill, Business Manager, Dawn Grubbs, and Administrative Assistant, Dustee Kelly. Absent: Mrs. Linda Erp, and Mrs. Raenae Overmyer.

APPROVAL OF MINUTES

The Board reviewed May's board minutes. Nobody had any questions. Mrs. Sandy Sawyer motioned to approve the minutes. Mr. Bob Uhrich seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$65,015.60 and monthly claims in the amount of \$105,154.08 were presented for the board's review and approval. Business Manager, Dawn Grubbs, also handed out a stack of green papers that gives a detailed description of the payments sent out from January 1 to June 1 based on funds. She gave out a pink piece of paper that shows the transfers between funds. She explained to the board that the computers that were purchased came out of the furniture fund. The computer telecommunications fund is for Internet, Databases, etc. Before there was a question about property taxes that the library has to pay, Dawn said that she received 3 bills, one for each branch, for \$10. She explained to the board that the library charges sales tax for the flash drives, earbuds, and meeting rooms. Mr. Bob Uhrich asked about the lost keys to the display cabinet by the meeting rooms and having Bob's Lock and Key having to come replace the lock. Director, Jon Gaskill, said 3 keys will be made and kept in safe places so the keys won't "walk away again." Mr. Bob Uhrich moved to approve the financials. Mrs. Sandy Sawyer seconded. Motion carried.

PATRON FORUM

Nobody was present as a member of the public.

OLD BUSINESS

The Board was asked to approve increasing the set value for acquisition tags to \$400 because that is the amount on POs where the Director has to sign and give approval for the purchase. Mr. Bob Uhrich asked about keeping inventory. Director, Jon Gaskill, said it hasn't been kept update but Administrative Assistant, Dustee Kelly, will be working on taking Inventory and developing a spreadsheet to keep track of the inventory of the library. The board was also asked to add this to section "O" of the Board Policy Manual and asked permission to edit & fix grammar and syntax in the policy. Mrs. Sandy Sawyer moved to approve the editing and increasing the value to \$400 for acquisition tags. Mrs. Glenda Sayger seconded. Motion carried.

The Board opened the one proposal for Guaranteed Energy Savings the library received from Johnson Melloh. Director, Jon Gaskill, would like the board to look over the proposal. The proposal contains 3 possibilities to keep the panels off the roof. The board would still like to take a trip down to Jennings County to look at their setup of solar panels. He said it's the board decision to go solar. The library can start small with just replacing the current lightbulbs for LED. He just wants to start do something to save energy and reduce the rising cost of the electric bill.

The Board was asked for permission to dispose some items. The board was given a sheet of paper that listed the items up for disposal. The items are all computer items that were purchased in 2007 or before and one item purchased back in 1993. Mrs. Rosa Metzger motioned to approve the disposal of these items. Mrs. Glenda Sayger seconded. Motion carried.

NEW BUSINESS

Director, Jon Gaskill, updated the board on the Summer Library Program. This year all items count for one point. A lot of gift cards were purchased from local businesses or donated for prizes.

Director, Jon Gaskill, updated the board on the Intern/Clerk Program. There are 7 interns/summer helpers. Four are returns from last summer.

The library is having the Summer Food Program and Mike’s Trash removal has agreed again to do a 2nd free pickup.

Updates on the Library Board Appointments were scheduled on the agenda, but the two board members who needed updated were not at the board meeting.

DIRECTOR’S REPORT

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

OTHER BUSINESS

A thank you card was presented to the Board from the staff member who hurt his/her back. He/she is very thankful that the Board approved his/her leave of absence, and is happy to be back at work.

AJOURNMENT

No other business needed to be discussed. Mr. Keith McGrew adjourned the meeting at 7:02pm.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting:

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