

# FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

November 9, 2015

## **CALL TO ORDER**

FCPL Board President Linda Erp called today's regular board meeting to order at 4:03 p.m. Present at the meeting were board members, Mr. Keith McGrew, Mrs. Glenda Sayger, Mrs. Rosa Metzger, Mrs. Sandy Sawyer, and Mrs. Linda Erp. FCPL staff members present were Director, Jon Gaskill, Business Manager, Dawn Grubbs, Administrative Assistant, Dustee Kelly, and Assistant Director, Becky Williams. Absent: Mr. Bob Uhrich, and Mrs. Raenae Overmyer.

## **APPROVAL OF MINUTES**

The Board reviewed October's board minutes. There was two sets of minutes. One for the Budget Adoption Meeting and the other one for the regular board meeting. Mrs. Linda Erp thanked Keith McGrew for all his good questions on the solar last meeting. Mr. Keith McGrew said he just wants Attorney Greg Heller to sign off on the project and to make sure all the bases are covered. Mrs. Linda Erp asked how the DVDs are working out. Director, Jon Gaskill, said we don't know yet the staff is still working on getting the discs out of the sleeves and into the cases. He says it's a gradual process. Nobody had any questions on either set of minutes. Mr. Keith McGrew motioned to approve the Budget Adoption Meeting minutes. Mrs. Sandy Sawyer seconded. Motion carried. Mr. Keith McGrew motioned to approve the regular board meeting minutes. Mrs. Rosa Metzger seconded. Motion carried.

## **APPROVAL OF FINANCES**

Payroll claims in the amount of \$69,677.67 and monthly claims in the amount of \$68,860.42 were presented for the board's review and approval. Director, Jon Gaskill, told the board he made a decision and told the staff to hold off on any more ordering for a bit. The financial reports shows the FCPL is at 85% of the spending budget and the library is supposed to be at 83% so the staff was told to hold up on ordering so the library doesn't go over budget. Mr. Keith McGrew asked when the money comes in for the budget. Business Manager, Dawn Grubbs, says there are two large deposits one comes in December and the other one is in June. There are smaller deposits that happen monthly. Mrs. Rosa Metzger asked about the air conditioner and why it was returned. Director, Jon Gaskill, said it was returned because it was no longer needed. Mrs. Glenda Sayger motioned to approve the financials. Mrs. Sandy Sawyer seconded. Motion carried.

## **PATRON FORUM**

Phyllis McGurk presented a letter to the board. The board read the letter and thanked Phyllis. Phyllis left the meeting. Mrs. Linda Erp said that Phyllis McGurk resigned from the Friends of the Library.

## **OLD BUSINESS**

The Financing proposal from Sterling Bank for solar/LED conversion through operating fund was supposed to be discussed, but this was tabled due to no word from Attorney Greg Heller.

## **NEW BUSINESS**

The board was asked for permission to close all branches of the FCPL on 12/11 or 12/12/2015 for staff development day. December 11<sup>th</sup> is the staff holiday party at 6:00p.m. December 12<sup>th</sup> is a Saturday. Mrs. Linda Erp said she doesn't think Saturday would work because it's close to Christmas and the staff would probably be out shopping and have other weekend plans. She asked Director, Jon Gaskill, if what he has planned for the development day would take all day. Jon said last year's all day development day was overkill. He said it should only take a few hours. Mrs. Linda Erp suggested closing the library at noon on December 11<sup>th</sup> then have the development day and then the staff holiday party. Mrs. Sandy Sawyer motioned to approve closing the library at noon on December 11<sup>th</sup> for the staff development day. Mrs. Rosa Metzger seconded. Motion carried.

The board was asked for permission to create closed stacks and store the items at the Rochester Sentinel building. Director, Jon Gaskill, said he has been there. A small fee might be charged and Smith, Sawyer and Smith might even cover it. Jon said we can look at HQ to see what hasn't gone out and put those items in the Sentinel building. He said it is pretty open near the magazines and he wants to at least remove 4 shelves and he wants to use this open space for his ideas for a Maker Space. Mrs. Glenda Sayger asked what would be taken to the Sentinel Building. Jon said we could do seasonal books, or go by the statistics to see what's not going out. If a patron wants a book that is at the Sentinel Building then once or twice a day a person can drive over and pick up the books that patrons want from there. Mrs. Rosa Metzger asked who will move the books. Jon said maintenance man, Ron Hoffman, and himself. Jon said it won't be huge chunks, just small portions maybe 20 shelves in closed stacks. Mrs. Linda Erp asked if there were shelves already at the Sentinel Building. Jon said no we will have to take shelves down or there are some that are stored that can be taken to the Sentinel Building. Jon said HQ has three parts. The first part is withdrawing books, second is to base the book orders on items circulating, and third is rotate collection. Jon said we could make special displays depending on the season and for special occasions. Mrs. Sandy Sawyer motions to approve creating closed stacks at the Sentinel Building to see how it works. Mrs. Glenda Sayger seconded. Motion carried.

The board was asked to review and update the personnel policy the portion concerning the salary schedule and classification of employees. There was no change to the policy. The board just needs to give an approval. Mr. Keith McGrew asked if the library has had a professional review our policy to make sure the library is following the law. Director, Jon Gaskill, said that he contacted the state library and received names of consultants. He said it is a starting point and that the library may have to pay a large sum so he wants to wait until next year because of this year's budget constraint. He may even have the board policy reviewed. Mrs. Linda Erp asked Jon if he had a document of a list of employees and what their position is in the library and who is their supervisor. Director, Jon Gaskill, said he didn't have that document done yet. Mr. Keith McGrew motioned to approve the salary schedule and classification of employee's policy. Mrs. Glenda Sayger seconded. Motion carried.

Kendra Chudzynski from Smith, Sawyer & Smith came to the meeting in regards to FCPL's staff insurance options. The library's current health plan is getting phased out and that's why the cost of the plan is increasing. Kendra brought a sheet that lists 3 other options the board can choose from. The board could decide to stay with the current plan but the monthly premium will increase from \$8,083.40 to \$9,678.11. The first option has a \$1500 deductible single/\$3000 family, \$35 doctor copay, \$70 specialist copay, and no out of network benefits. The monthly premium is \$8,042.17. The second option has a \$2850 deductible, \$35 doctor copay, \$70 specialist copay, and has an HSA plan that could be set up for staff. There are no out of network benefits. The premium would be \$7766.28. Finally, the third option has a \$2000 deductible, and has the same copays as the other options, and includes out of network benefits. The premium is \$7793.49. Mr. Keith McGrew asked if the library went with the HSA plan option how would the library put money into the account for employees. Director, Jon Gaskill, said by picking another option the library will be saving \$20,000 and that money could be split up by how many employees have the insurance which he believes to be about 12 and put into HSA accounts. Kendra mentioned that the HSA plan is not effective until the deductible is met. Mr. Keith McGrew mentioned that he has an HSA account through his work. He says he likes it, but he isn't sure how the other employees at the library would like that their coworkers can use their money for small things like band aids and such. Mr. Keith McGrew asked if the HSA was tax deductible. Kendra said yes it is. Mr. Keith McGrew said we could use the \$20,000 for the HSA plan and if that is divided by 12 that would be about \$1600 per employee. Mr. Keith McGrew asked if each staff member has to set up their own HSA at their bank or if the library does that.

Mrs. Glenda Sayger mentioned she has an HSA too and that the employee has to set up an HSA account at their own bank. Jon said it would be fair to ask the staff and see what they are using for Health Insurance and if they are even meeting the deductible and what they want to use the money for. Kendra said she will talk to any employee if there are any questions about the Health Insurance. Kendra said there is a December 12<sup>th</sup> deadline. Mrs. Linda Erp asked if there could be an extension or if the board needs to meet again before the 12<sup>th</sup>. Kendra said she maybe could get an extension for the library. Mrs. Linda Erp asked that the employees give their opinion on what they want to do. Jon will talk to employees to see what they want to do and will keep the board updated.

**DIRECTOR'S REPORT**

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

**OTHER BUSINESS**

Mrs. Sandy Sawyer wanted to know if the board could get their board packets earlier next time because some members still hadn't received theirs by the time of the meeting. Mrs. Glenda Sayger asked if they could even get them a week an advance because with the board's busy schedules they need time to read through the packets. The agenda had the next meeting time at 6:00p.m., but it will actually start at 4:00p.m on December 14, 2015.

**AJOURNMENT**

No other business needed to be discussed. Mrs. Sandy Sawyer motioned to adjourn the meeting. Mr. Keith McGrew seconded. Motion carried. Mrs. Linda Erp adjourned the meeting at 5:34pm.

Respectfully Submitted,  
Dustee Kelly, Administrative Assistant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

---

**Next Regular Board Meeting:**

Monday, December 14, 2015 at **4:00 p.m** in the FCPL Indiana Room: Rochester, IN