

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES PUBLIC 2016 BUDGET
ADOPTION
October 12, 2015

CALL TO ORDER

FCPL Board President Linda Erp called today's Budget Adoption meeting to order at 4:04 p.m. Present at the meeting were board members, Mrs. Linda Erp, Mrs. Rosa Metzger, Mrs. Raenae Overmyer, Mr. Bob Uhrich, Mrs. Glenda Sayger, Mr. Keith McGrew and Mrs. Sandy Sawyer. FCPL staff members present were Director, Jon Gaskill, Administrative Assistant, Dustee Kelly, and Assistant Director, Becky Williams. Roger Rouch, was present as a member of the public.

PATRON FORUM

No patrons had any comments or questions on the 2016 Budget.

NEW BUSINESS

The board was presented with a copy of the 2016 Budget. Director, Jon Gaskill, said a copy of the budget is available for the public to view on Gateway. The website is gateway.ifionline.org. The library gets a 2.6% increase and most of that went into the Salary of Assistants category. All the money that was taken out of the book budget was put back in. Mr. Bob Uhrich motioned to approve the 2016 Budget. Mrs. Sandy Sawyer seconded. Motion carried.

ADJOURNMENT

Mr. Bob Uhrich motioned to adjourn the budget adoption meeting. Mrs. Glenda Sayger seconded. Motion carried. Mrs. Linda Erp adjourned the budget adoption meeting at 4:30 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting:

Monday, November 9, 2015 at **4:00 p.m** at the **Fulton Branch.**

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

October 12, 2015

CALL TO ORDER

FCPL Board President Linda Erp called today's regular board meeting to order at 4:30 p.m. Present at the meeting were board members, Mrs. Linda Erp, Mrs. Rosa Metzger, Mrs. Raenae Overmyer, Mr. Bob Uhrich, Mrs. Glenda Sayger, Mr. Keith McGrew, and Mrs. Sandy Sawyer. FCPL staff members present were Director, Jon Gaskill, Administrative Assistant, Dustee Kelly, and Assistant Director, Becky Williams. Roger Rouch was present as a member of the public.

APPROVAL OF MINUTES

The Board reviewed September's board minutes. Mrs. Sandy Sawyer recommended instead of saying, "today's meeting ..." to say if it's a regular board meeting or a budget hearing/adoption meeting, etc. because just saying today's meeting is vague. Mr. Keith McGrew motioned to approve September's board minutes. Mrs. Sandy Sawyer seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$47,623.33 and monthly claims in the amount of \$83,059.84 were presented for the board's review and approval. Mr. Keith McGrew asked why the percentages on the side of each category is so high some even up to 700%. Director, Jon Gaskill explained that's from transferring money into a certain category because there wasn't enough in the budget to cover expenses. Director, Jon Gaskill, said that next year Business Manager, Dawn Grubbs, will not change negatives until end of the year so she can see what categories are using more than budgeted for and properly forecast for the following budget and put more money where it needs to go. Mr. Bob Uhrich asked what claim 23495 was. Director, Jon Gaskill, explained that that is for Chester Inc. for their Engineer Services. They send an engineer here once a month to help April with any computer issues. Mrs. Linda Erp commented how she liked that FCPL put an ad in the Caston School yearbook. Mr. Keith McGrew motioned to approve the financials. Mrs. Glenda Sayger seconded. Motion carried.

PATRON FORUM

Roger Rouch commented how he liked how many staff members attended last meeting to voice their concerns about the library. He did some research and looked into other libraries who have the same disc sleeve system that FCPL does. He said Akron, Winamac, and a few other surrounding libraries have the same DVD system as FCPL and how the patrons like it and they have not received any complaints about keeping the DVDs in sleeves behind the desk. He also mentioned that by putting all the DVDs in cases and on the shelves it could result in children taking adult material and could lead to more theft.

OLD BUSINESS

Attorney Greg Heller was present at the regular board meeting to discuss phase one of FCPL Solar/LED project financing proposal. He said he had a conference call with Jon, Kurt from Johnson Melloh and bank attorneys. Heller said he did not feel comfortable executing the Solar/LED project finance proposal without doing further research. He has never done a solar project before and wants to make sure it is done right. The real statute says that the library needs state approval, but Kurt suggested that the library doesn't. Mr. Heller proposed another conference call with Jon, Kurt, and the bank attorneys. Mrs. Sandy Sawyer said she appreciated Greg's caution. Mr. Bob Uhrich asked how long it would take to get state approval. Mr. Heller said he wasn't sure. He just wants to make sure there is full compliance. He will be back next meeting. Mr. Bob Uhrich asked Greg if the board needed to take any official action. Mr. Heller said, "no the board doesn't have to take any action." Mr. Kurt Schneider, Vice President of Johnson Melloh, arrived at the meeting shortly after Attorney Greg Heller left. The board received a packet of Liberty Mutual insurance papers cautioning about putting the solar panels on the roof. Mr. Kurt Schneider said the solar panels are not going on the roof. All the panels' will be ground mounts, or on pillars/trackers. He said the solar project does meet state statute. He brought a signed letter by a professional engineer who said that the library does not need state approval. Mr. Bob Uhrich asked if a state professional will give an opposite opinion. Mr. Kurt Schneider said there is no renovation or anything being done to the buildings. He suggested he was trying to save the library \$5,000, the cost for state approval. Mr.

Keith McGrew said this is a professional engineer not a state professional and the state needs to give approval. Mr. Kurt Schneider said it has been submitted to state in writing in the contract. Mrs. Linda Erp said Attorney Heller needs to see this. Director, Jon Gaskill, asked what the ramifications of postponement may be- a higher interest rate. Mr. Kurt Schneider said by waiting on Attorney Greg Heller's approval and state approval could result on the Bank closing on the 3.22% interest financing. Mr. Keith McGrew recommended waiting on Mr. Heller's approval. He also recommended getting permission from the town of Fulton and the township of Aubbee to know that they are ok with putting up solar panels. Mr. Keith McGrew said the contract should be rewritten so that it says all panels are ground mounts and not going on the roof. Mr. Kurt Schneider said the contract is in the process of being corrected. Mrs. Sandy Sawyer asked who pays if solar panels are damaged. Mr. Kurt Schneider said the insurance company. Mrs. Sandy Sawyer motioned to table the Solar/LED financing proposal. Mr. Keith McGrew seconded. Motion carried.

The board was asked for permission to shelve all discs in the system in their cases after inventory. Mr. Keith McGrew asked if Director Jon Gaskill just wanted to do this just because how much time was involved in putting discs away. Director, Jon Gaskill, said times are changing. There was theft with VHS's and the library doesn't have any security for books and other items in the library expect for DVDs and CDs. He said it's difficult and tough on staff to keep up with putting the DVDs and CDs in their respective sleeves. Jon said the cost of theft would be less than the long term benefit. Gaskill suggested DVDs were a "time suck" and that staff members have asked for this. He said there is more time spent handling materials and less time spent serving patrons. Jon said the newest DVDs could still be held back behind the desk. Mrs. Sandy Sawyer asked how the FCPL plans to find out if more things are getting stolen. Jon said inventory will be done quarterly. If this option doesn't work we could try different options. Mrs. Glenda Sayger said Jon is the Director and if he believes it's a good way to go then we should give it a try. Mr. Bob Uhrich asked what the process is when a DVD is brought back. Jon said the disc and the cover of the case gets clean. Mr. Keith McGrew said theft is the main concern because there is no alarm but everything else is on the shelves. Mrs. Linda Erp said signs could be placed that warn patrons against stealing. Mrs. Raenae Overmyer said she thinks the system should stay how it is so that there is still some control. Mrs. Rosa Metzger said the library could try it for 6 months and employees should do what the Director wants them to do by helping patrons more. Mr. Bob Uhrich says if this doesn't work then fix it. Mrs. Sandy Sawyer says it's a new idea and should give it a try. Mrs. Glenda Sayger motioned to approve trying to shelve most of the discs in their cases after inventory. Mrs. Sandy Sawyer seconded. Motion carried.

NEW BUSINESS

The board was asked for permission to cover the cost of staff flu shots Even if the staff member goes to an out of network place they can still get reimbursed by bringing in the receipt. Mr. Keith McGrew motioned to approve covering the cost of staff flu shots. Mrs. Sandy Sawyer seconded. Motion carried.

The board was proposed a FCPL pay increase across the board at \$0.25/hour for all non-exempt staff effective 1/1/16. Mr. Keith McGrew motioned to approve the \$0.25/hour raise for all non-exempt staff effective 1/1/16. Mrs. Glenda Sayger seconded. Motion carried.

The board was asked for permission to purchase and begin circulating 10 Sprint Wi-Fi hotspots starting 11/1/2015. Director, Jon Gaskill, said we would need 6 more devices. The cost is \$35.99 monthly for each device. There is a \$30 plan that gives 5 GB of data but once that was expended, Sprint would slow down the speed of the connection. The second option is a \$36 plan with unlimited data and it does not affect the speed of the Internet. This plan is on a 2 year contract. Total it would be \$364 a month for all 10 devices. Director, Jon Gaskill, said some of the staff took home the hotspots to try out and in some areas there is a hit and miss signal from Sprint. Mrs. Sandy Sawyer asked who would get to check these out. Director, Jon Gaskill suggested the public would be the beneficiaries of such a program. Mr. Bob Uhrich asked why the school isn't taking care of the issue of students not having Internet to do their homework. He said it shouldn't be the library's responsibility. Mr. Bob Uhrich asked how the FCPL would track what the patrons are actually using the hotspots for. Director, Jon Gaskill, said we wouldn't know until after the fact. Mrs. Glenda Sayger said the school is responsible if homework requires internet access. She recommended getting into contact with Jana

Vance to get numbers of how many students don't have Internet. Mr. Keith McGrew motioned to not do this. Mrs. Rosa seconded. Motion carried.

The board was asked for permission to close the library at 5 p.m. for the FCPL Holiday party on 12/11/2015. Mr. Keith McGrew moved to approve the FCPL closing at 5 p.m. for the Holiday staff party on 12/11/15. Mr. Bob Uhrich seconded. Motion carried.

DIRECTOR'S REPORT

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

OTHER BUSINESS

No other business needed to be discussed.

AJOURNMENT

Mr. Keith McGrew motioned to adjourn the board meeting. Mrs. Sandy Sawyer seconded. Motion carried. Mrs. Linda Erp adjourned the meeting at 5:48 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

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