

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES PUBLIC 2016 BUDGET
HEARING
September 14, 2015

CALL TO ORDER

FCPL Board President Linda Erp called today's meeting to order at 6:02 p.m. Present at the meeting were board members, Mrs. Linda Erp, Mrs. Rosa Metzger, Mrs. Raenae Overmyer, Mr. Bob Uhrich, Mrs. Glenda Sayer, and Mrs. Sandy Sawyer. FCPL staff members present were Director, Jon Gaskill, Business Manager Dawn Grubbs, Administrative Assistant, Dustee Kelly, and Assistant Director, Becky Williams. Mary Scott, Rose Krull, Deb Marburger, Janet Johnson, April Gross, Selena Rouch, Roger Rouch, Cathy Siders, and Ron Siders were present as members of the public. Absent: Mr. Keith McGrew.

PATRON FORUM

Roger Rouch said the library can prorate the furniture. It doesn't have to be all purchased at once. Rose Krull recommended painting the library. The walls look plain and could use some color. She said that we have had patrons complaining about not having the most recent books on the shelves. Mary Scott suggested having the furniture upholstered. It would be cheaper than buying all new furniture. Roger Rouch said paint is good but it doesn't have to be done all at once. Selena Rouch mentioned that the Fulton branch hasn't been painted for 14 years.

NEW BUSINESS

The board was presented with a preview 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. Mrs. Rosa Metzger was wondering why so much was taken out of the book budget and more added to the furniture budget. Mrs. Linda Erp was glad of the patron input because it's good for the board to know what the needs of the library are. The Board asked to work on not taking money out of the book fund. This was the budget hearing meeting. The budget approval meeting will be on October 12.

ADJOURNMENT

Mr. Bob Uhrich motioned to adjourn the budget hearing meeting. Mrs. Glenda Sayer seconded. Motion carried. Mrs. Linda Erp adjourned the meeting at 6:45 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting: _____

Monday, October 12, 2015 at **4:00 p.m** in the FCPL Indiana Room: Rochester, IN

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APPROVAL OF MINUTES

The Board reviewed August's board minutes. There were minutes for the regular board meeting on August 10th and there were minutes for the board session on August 24th. Mrs. Glenda Sayer noticed a wording issue when talking about Phase 1 of the Solar/LED Installation process. She recommended switching the wording so that it would be only Aubbee and Fulton receiving a tracker for the panels because the way it was written it sounded like Rochester would be getting one as well. This issue was corrected by Administrative Assistant, Dustee Kelly. Mrs. Linda Erp asked if we have heard back from Attorney, Greg Heller, for his approval. Director, Jon Gaskill, said, "Not yet." Mr. Bob Uhrich moved to approve the August 10th minutes. Mrs. Rosa seconded. Motion carried. Mrs. Glenda Sayer moved to approve the minutes for August 24th. Mrs. Raenae Overmyer seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$50,408.27 and monthly claims in the amount of \$80,795.26 were presented for the board's review and approval. Business Manager Dawn Grubbs says starting next year she will not be adjusting the negatives until the end of year. Mr. Bob Uhrich asked how the state looks at negatives. Dawn said as long as it is corrected by end of year its fine. Mrs. Rosa asked why ENA services jumped from \$885.50 to \$1340.00. April Gross said the library has been paying the average of all 3 branches but ENA's rules have changed and now they just look at the statistics of Free/ Reduced lunches at the main branch. The library was getting a 77% discount and now that's gone down to a 70% discount and there is now a managed service charge of \$50 that the library used to get for free. Mr. Bob Uhrich motioned to approve the financials. Mrs. Glenda Sayer seconded.

PATRON FORUM

Selena Rouch said they were there to discuss topics in the new business. She was wondering why a consultant was needed to overhaul the policy manual. Director, Jon Gaskill, said was just to make sure the library was following the law. She asked about shelving the discs in their cases after inventory. She said if we did then they are just out there for patrons to just take that's why we have been keeping them behind the desk in sleeves. Mr. Bob Uhrich asked if many have been stolen. Mary Scott said yes they have. April Gross demonstrated an idea she had. It's a security case that will lock the case shut. It's very hard for someone to break into. She said Selena tried to break into one and couldn't even with an ice pick. April handed out a sheet that included the cost. Decouplers would be needed and those are \$140.00 each. Shipping for 1-4 decouplers is \$40. The sheet lists the price of each DVD and CD case and the price of shipping. Mr. Bob Uhrich asked how many cases we would need. There are a total of 26,366 DVDs total for all 3 branches and 7,569 CDs total for all branches. Rose Krull said we would at least need half to at

least protect the seasons, new movies, and maybe the horror movies. Mary Scott suggested getting security cameras in the library for the staff and patron safety. Selena Rouch asked are we going to do this just because it takes too long to pull the DVDs out from the sleeves. Mrs. Linda Erp asked why start this? Director, Jon Gaskill, said he worked a shift at the front desk and found out that it takes a large consumption of time. He said the staff should be focusing more on serving patrons than handling materials. Ron Siders asked if there is a protocol on what the staff should do if they see a patron stealing. Director, Jon Gaskill, said there is really not but the staff should call law enforcement and not confront the patron themselves. Business Manager, Dawn Grubbs, said patrons do get upset if a movie is not here. Ron Siders asked how much to replace the DVDs if they get stolen. An estimate of \$17,000 is the cost. Selena Rouch said all the staff hasn't been consulted on this matter and if they can discuss this at a Departments Head meeting and find out if other libraries use security and how effective it is. Roger Rouch said if a person really wants it then they will still steal.

OLD BUSINESS

Mr. Bob Peterson with his wife Martha, and Marjory Phillips, and J Arthur Howard were present to formally present the Masonic Bible in memory and honor of Carl Phillips to the Fulton County Public Library. Marjory said thank you for taking the bible for the library. J Arthur Howard is Master of the Lodge. He explained a little about the Bible and what it means to a Mason. He hopes it will be used as a research tool and an interesting piece to add to the library's collection.

NEW BUSINESS

The board was asked for permission to have a consultant overhaul the FCPL Personnel Policy Manual per Greg Heller. Mrs. Sandy Sawyer moved to approve having a consultant overhaul the FCPL Personnel Policy Manual. Mrs. Raenae Overmyer seconded. Motion carried.

The board was asked for permission to shelve all discs in our system in their cases after inventory. Director, Jon Gaskill, said this will save the staff time because a majority of their time is putting away movies in sleeves. Mr. Bob Uhrich motioned to table this until October. Mrs. Rosa Metzger seconded. Motion carried.

The board was asked permission to extend our tablet lending program launching 2/1/15 with the purchase of 20 iPads. Director, Jon Gaskill, said there is a waitlist for the tablets right now. If we get 20 refurbished the cost will be around \$12,000 plus insurance. He says the cost is far less than the benefit. April asked why only buy one brand? Director, Jon Gaskill, said because of the reputation that the company Apple has. Mrs. Sandy Sawyer asks where the money is coming out of. Director, Jon Gaskill, said it will come out of next year's budget under furniture and equipment. Mr. Bob Uhrich motions to approve the purchase of 20 iPads. Mrs. Sandy Sawyer seconded. Motion carried.

The board was asked for approval for pursuing Digital Service cards for every student we serve and circulating Wi-Fi Hotspots to our students and library users. There are a percentage of students who are underserved and who don't have Wi-Fi. Mrs. Sandy Sawyer asks how much it costs. The Digital Service cards are inexpensive. We could just attach a barcode to cardboard. The Hotspots cost about \$150 for device and then how much the data would cost which depends on what company is used. Mr. Bob Uhrich asked why the school is not doing this. It seems like it should be a school board issue. Director, Jon Gaskill, said he wasn't sure and Mrs. Glenda Sayer said she wasn't sure why either. The board would like more information and specifics. This is just to get board approval to look into cost. Do not need a motion just letting the board know.

DIRECTOR'S REPORT

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

OTHER BUSINESS

No other business needed to be discussed.

AJOURNMENT

Mrs. Glenda motioned to adjourn the meeting. Mrs. Sandy Sawyer seconded. Motion carried.
Mrs. Linda Erp adjourned the meeting at 7:55 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

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