

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

August 14, 2017

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:11 p.m. Present at the meeting were Board Members Raenae Overmyer, Rachel Arndt, Linda Erp, Glenda Sayger, Emily Schouten, and Keith McGrew. Absent: Linda Wentzel. FCPL staff members present were Interim Director Andrea Stineback, Maintenance Head Jeff Winterrowd, Business Manager Dawn Grubbs, IT Head April Gross, Fulton Branch Clerk Selena Rouch, and Administrative Assistant Dustee Kelly. 2 patrons also attended.

APPROVAL OF MINUTES

The Board reviewed the July Meeting's minutes. Erp moved to approve the minutes. Schouten seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$44,473.30 and monthly claims in the amount of \$200,725.93 were presented for the Board's review and approval. A Board Member asked about Lake City Bank Versus First Federal and why so much goes into one account. Dawn said the majority of the Library's money goes into the Lake City account. This was set up before Dawn took over the position. The Board asked if there was interest on the Lake City account. Dawn said there is, but she was not sure what percentage. She said for last month, the First Federal interest was \$15.65. The Board would like to see comparisons of interest rates from other banks. Sayger moved to approve the financials. Erp seconded. Motion carried.

OLD BUSINESS

SLP Wrap Up

Andrea updated the board on the SLP. The SLP is over. Participation was down, but the minutes read went up. A total of 970,258 minutes were read. Next year, the goal might be 1 million minutes read. The Library is already looking ahead to next year's SLP.

Maintenance Update

Jeff received quotes from Quality Plumbing and Heating, and presented them to the Board. The cost to replace the compressor is \$1,781.01. The cost for a whole new unit would be \$8,162.52. Jeff said the compressor has been changed 5 times, and as recently as last year. Jeff recommends replacing the whole unit. QPH is the company that put the current system in, but the original employees who serviced our system no longer work for the company. Jeff mentioned a couple of local people who might be able to do this work. Jeff will call around and get quotes.

Able Home Care does the yardwork for Aubbee, and they have started doing some landscaping work as well. There are some trees that need to be removed. If Able Home Care will take care of this, the cost will be added to what they are doing now.

NEW BUSINESS

Hire Director

McGrew explained the Board's process for hiring a Director. The Board drew up a job description. The Director's position was posted on the Indiana State Library's Job Board, and the IUPUI Job Board. Eight resumes were received. Only four met all of the job qualifications. Two applicants who had LC2 certificates were requested to interview. One interviewed, the other did not show. Of the other two applicants, one interviewed and the other had already accepted a position elsewhere. Andrea Stineback and Michael Zieger were the two interviewees. The Board discussed and McGrew asked the Board for a motion to make Andrea Stineback the Director. The starting salary was mentioned at \$42,000. Andrea had researched the salaries of Directors from Indiana libraries with comparable population served and mentioned the currently tabled overtime law that states salaries under \$47,476 must be paid overtime.

With this information, Andrea counteroffered with \$48,000. After some discussion, Sayger moved to approve hiring Andrea as Director with at starting salary of \$48,000 effective August 14, 2017. Erp seconded. Motion carried.

Resolution for Indiana State Library Consortium for Public Library Internet Access

This is an annual resolution to get the discounted internet. Sayger moved to approve the resolution. Schouten seconded. Motion carried.

Resolution to Pay Bills with Prior Approval

This resolution pertains to the Evergreen Indiana Flow Through. As a member of the Evergreen Indiana Consortium, FCPL collects money for different libraries and then a check has to be sent to the State Library for those fees. There have been issues with other libraries not paying. Dawn mentioned she is still waiting for money owed from the fourth quarter of 2016. Arndt moved to approve the resolution to pay bills with prior approval. Overmyer seconded. Motion carried.

2017-2018 Budget Calendar

The Budget Hearing meeting will be on September 11th before the Board's regular meeting. The Budget Adoption meeting will be October 9th before the Board's regular meeting. Andrea made the Board aware that there was an error in last year's budget concerning the Library's property insurance. The number in the budget was far below what the property insurance payment is, so there will be a negative in that category, but it is corrected for the 2018 budget.

December/January Holiday Closings

Christmas Eve and New Year's Eve both fall on a Sunday. According to policy, the Library is closed on the following Monday if a holiday falls on a Sunday. Since the Library will already be closed on Mondays for Christmas Day and New Year's Day, Andrea proposes that the library be closed the Mondays and Tuesdays after the holidays. This will help with scheduling. Overmyer motioned to close Monday, December 25th and Tuesday, December 26th of 2017 and Monday, January 1st and Tuesday, January 2nd of 2018 for the holidays. Schouten seconded. Motion carried.

OTHER BUSINESS

McGrew praised Jeff Winterrowd for all the work he has done. McGrew asked the Board for a motion to give Jeff a raise. Jeff currently makes \$15.00 an hour. McGrew's recommendation was \$1.00 more an hour. After discussion, Sayer motioned to raise Jeff to \$17.00 an hour effective August 15, 2017. Arndt seconded. Motion carried.

DIRECTOR'S REPORT

Andrea highlighted a few key topics in her report.

STAFF REPORTS

The Department Heads write up monthly reports to explain what each Department has done during the previous month.

AJOURNMENT

Sayger moved to adjourn the meeting. Schouten seconded. McGrew adjourned the meeting at 7:35pm.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

Next Regular Board Meeting:

Monday, September 11, 2017 at **6:00 p.m.** in the Indiana Room: Rochester, IN