

# FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

February 13, 2017

## **CALL TO ORDER**

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 5:14 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Keith McGrew, Bob Uhrich, Sandy Sawyer and Glenda Sayger. Absent: Linda Erp. FCPL staff members present were Interim Director Andrea Stineback, Reference Assistant Beth Miller, Literacy Director Tim Roe, Circulation Clerk Deb Marburger, Maintenance Head Jeff Winterrowd, and Administrative Assistant Dustee Kelly. 2 members of the public also attended.

## **APPROVAL OF MINUTES**

The Board reviewed the January Meeting's minutes. Wentzel moved to approve the minutes. Sayger seconded. Motion carried.

## **APPROVAL OF FINANCES**

Payroll claims in the amount of \$42,923.99 and monthly claims in the amount of \$48,998.65 were presented for the Board's review and approval. Uhrich moved to approve the financials. Sawyer seconded. Motion Carried.

## **PATRON FORUM**

A patron wanted to know why the computers were moved out of the Teen Room. It was explained that the Teen Room is not always staffed and some of the computers had been damaged by teens due to lack of constant supervision.

## **OLD BUSINESS**

### **Electronic Sign for Fulton Branch**

Andrea and Jeff are going to work on getting quotes for an electronic sign for the Fulton Branch. The Board recommended talking with the Fulton Branch staff because they might have a preference as to which company they want. A decision will hopefully be made at the April or May Board Meeting. Jeff mentioned that zoning laws will need to be taken into consideration because flashing electronic signs might have to be a certain distance away from the road.

### **Permission to finalize settlement with Sterling Bank**

This was previously approved at the November Board Meeting.

## **NEW BUSINESS**

### **Resolution to Encumber Operating Funds**

This resolution is needed in order to finance the settlement with Sterling Bank with 2016 funds. Sawyer moved to approve the resolution. Wentzel seconded. Motion carried.

### **Boilers repair/ maintenance**

Jeff updated the Board on the boilers. He is currently waiting on a compressor. There is a motor down in the Literacy area. There is a fan motor acting up, but he does not know where it is located. Jeff was shown dirt around the ceiling vents. He does not know if it is just on the outside or if the whole inside of the duct needs cleaned. Jeff said he and Cheryl can clean the outside of the vents to see if that helps fix the problem and he could also change the filters more frequently. Jeff also told the Board that the front door is not locking properly. He called Rochester Glass to look at it because he was not getting a quick response from Bob's Lock and Key. Jeff and Cheryl might accrue overtime in order to clean the outside of the vents. Uhrich moved to allow Jeff and

Cheryl to get overtime as needed upon approval of the Director. Wentzel seconded. Motion carried.

The Board asked why the library uses Quality Plumbing and Heating located in Kokomo rather than a local company. Jeff said that this is the company that installed the system and they know the computer system. The Board was given quotes from Quality Plumbing and Heating for work on the boilers and removing a failed board from the Mammoth water source heat pump. Both of these jobs are completed. The total cost of these two items is \$4,206.28. There is one quote for \$1,925.00 which has not been completed. Sayger moved to approve paying the \$4,206.28. Sawyer seconded. Motion carried.

### **Request to dispose of items**

The Board was presented a list of items April would like to dispose of. The list consists of a monitor, a server, a printer, and a backup drive. Sayger motioned to approve disposing these items. Overmyer seconded. Motion carried.

### **Summer Interns**

The Board asked how many interns were needed. Andrea said the same number as last year which was four, two for Adult circulation and two for Children's. The Fulton Branch might also need interns this summer, so a total of six interns might be needed. Andrea will ask the Fulton Branch what they need. Wentzel moved to approve hiring summer interns. Uhrich seconded. Motion carried.

### **Resolution for Internal Transfer**

A resolution to transfer funds between categories within the library's operating fund was presented to the Board. This is to balance out the negatives. Uhrich moved to approve the resolution. Wentzel seconded. Motion carried.

### **Resolution for Cancellation of Old Outstanding Checks**

This has to be done every two years to get the old outstanding checks out of the system. Uhrich moved to approve the resolution. Sayger seconded. Motion carried.

### **Change to Withdraw Signature for First Federal Savings Bank**

The library's bank account at First Federal Savings Bank has no updated signatories. It has to be recorded in the minutes that Board Treasurer Glenda Sayger can be added as the signatory for the First Federal Savings Bank account. Sawyer motioned to approve Sayger as signatory on the account. Wentzel seconded. Motion carried.

### **OTHER BUSINESS**

A Board Member wondered about the questions on the Department Head Reports. The Circulation report asked about lowering the cost to send faxes and the Board Member asked who decides this. Andrea said the Board would have to approve lowering the cost because it would involve a policy change. On the AV report, there was a question about purchasing all Blu-Ray discs instead of both Blu-Rays and DVDs. Andrea said that would probably be up for discussion amongst the Department Heads.

### **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 motioned to adjourn the meeting. McGrew adjourned the meeting at 6:26 p.m.

Respectfully Submitted,

Dustee Kelly, Administrative Assistant

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Linda Erp

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Glenda Sayger

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Keith McGrew

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Robert Uhrich

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Raenae Overmyer

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Linda Wentzel

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Sandy Sawyer

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**Next Regular Board Meeting:**

Monday, March 13, 2017 at **5:00 p.m.** in the Indiana Room: Rochester, IN