

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

January 16, 2017

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 5:00 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Keith McGrew, Bob Uhrich, and Glenda Sayger. Absent: Linda Erp, and Sandy Sawyer. FCPL staff members present were Interim Director Andrea Stineback, Business Manager Dawn Grubbs, Reference Assistant Beth Miller, Literacy Director Tim Roe, Maintenance Head Jeff Winterrowd, Reference Assistant Chloe Ann Choate, and Administrative Assistant Dustee Kelly. 3 members of the public also attended.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

Payroll claims in the amount of \$57,980.74 and monthly claims in the amount of \$120,480.42 were presented for the Board's review and approval. Sayger moved to approve the financials. Uhrich seconded. Motion Carried.

PATRON FORUM

A patron recommended in regards to the pay scale to do a background check on employees or new hires to make sure they have the degrees they say they do. The patron also mentioned to keep circulation employees in the Board Members minds because these employees do a lot of work.

OLD BUSINESS

FLSA Changes

The law ended up not changing at the end of 2016. Andrea asked the Board what they would like to do, if they wanted to go back to comp time or stay with paying Andrea overtime which was approved at the November Meeting. The board said they will stick with paying overtime.

NEW BUSINESS

Elect Officers for 2017

The Board thought that the officers stayed the same for 2 years. The Board motioned to keep the same officers for 2017: President Keith McGrew, Vice President Sandy Sawyer, Treasurer Glenda Sayger, and Secretary Raenae Overmyer. Uhrich moved to approve keeping the same officers for 2017. Wentzel seconded. Motion Carried.

FCPL Pay Increase Discussion

In the past, the Board has approved a 25 cent raise for all hourly staff. The Board would like to work on a pay scale. They want to reward employees for both experience and library certification levels. The Board would like to go ahead with the 25 cent raise for 2017, and begin work on a pay scale for 2018. Sayger mentioned that the Board Members need to look at the employees who have taken on extra work because they should be rewarded for the additional responsibilities. The Board will have an executive session to discuss a job performance evaluation of individual employees before the February 13th Board Meeting. Uhrich moved to approve the 25 cent raise effective January 1, 2017. Sayger seconded. Motion carried.

Strategic Plan

The Library did not have a long-range plan for 2016. The last one ended in 2015. As part of the Annual Report, Andrea will have to explain why there is no current strategic plan and the steps the Library will take to correct this omission. She will need to request a waiver from the Indiana Library and Historical Board so the Library does not lose access to ISL services. The topic was brought up to make the Board aware, and that a 3-5 year strategic plan needs to be started as soon as possible with input from staff, board members, and the community.

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. Sayger moved to approve the resolution. Wentzel seconded. Motion carried.

Christmas Jail Program

Chloe Ann Choate gave a report to the Board about the Christmas Jail Project. The program is for inmates who are serving a sentence and who have children ages 12 years and younger. The inmates are video recorded reading a Christmas book. Most of the inmates read *The Night Before Christmas*, but some did this project last year, so the book *How Do Dinosaurs Say Merry Christmas?* was the alternative. There was also a request for *The Night Before Christmas* in Spanish, which the Library was able to find. The video, a copy of the book, and a plush animal were sent to the children of the inmates.

Evergreen Indiana renewal

The Evergreen Indiana system was up for renewal. As part of the phase-in of the membership fee, FCPL received a 25% discount. The cost for 2017 is \$6,000. As a Tier 9 library, the cost in 2018 will be \$8,000. Urich moved to approve renewing Evergreen. Sayger seconded Motion carried.

Disposal of Old Lights

The Director's office is filled with obsolete lights. Andrea asked the Board how the Library could dispose of the lights. The options mentioned were selling them or giving them away to people who want them. It was mentioned that the Kewanna-Union Township Public Library might be interested in lights. The Board agreed to the disposal of the lights. Sayger moved to approve disposing of the lights. Wentzel seconded. Motion carried.

Request to Dispose Items

The Board was presented a list of items April would like to dispose of. The list consisted of cameras, tablets, a label printer, and a monitor. Wentzel moved to approve of disposing these items. Sayger 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.

OTHER BUSINESS

Jeff updated the board on what he has been doing with regards to maintenance. He did an inspection in Fulton. He was asked about an electronic sign. The Board informed him that a sign is being looked into. Other issues had to be worked through before a sign could be purchased. The Board said he can look into estimates on a sign and one could be purchased in the spring. Jeff also did an inspection at Aubbee. There is a floor drain that is currently capped because of the smell. Employees at Aubbee wondered if the sewer line could be dug up and a check valve installed. The Board did not know if that would work because toilet paper could clog the line. The boilers in Rochester are getting repaired. Jeff also mentioned that there is a lot of stuff between the old and new buildings at Rochester that needs to be cleaned out. He wondered if a dumpster can be rented. The board said to call Mike's Trash to get a dumpster.

AJOURNMENT

Sayger moved to adjourn the meeting. Wentzel seconded. Motion Carried. McGrew adjourned the meeting at 6:20 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Linda Erp

Glenda Sayger

Keith McGrew

Robert Uhrich

Raenae Overmyer

Linda Wentzel

Sandy Sawyer

Next Regular Board Meeting:
Monday, February 13, 2017 at **5:00 p.m.** in the Indiana Room: Rochester, IN