

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

July 10, 2017

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:04 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Rachel Arndt, and Keith McGrew. Absent: Glenda Sayger, and Linda Erp. FCPL staff members present were Interim Director Andrea Stineback, Reference Assistant Beth Miller, Literacy Director Tim Roe, Maintenance Head Jeff Winterrowd, Business Manager Dawn Grubbs, Children's Assistant Nancy Visceglie, Reference Assistant Chloe Ann Choate, and Administrative Assistant Dustee Kelly. 1 patron also attended.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

Payroll claims in the amount of \$43,595.38 and monthly claims in the amount of \$71,663.52 were presented for the Board's review and approval. Arndt moved to approve the financials. Wentzel seconded. Motion carried.

OLD BUSINESS

SLP Update

Children's Assistant, Nancy Visceglie, and Andrea updated the Board on the Summer Library Program. Nancy mentioned the spreadsheet for the SLP program is difficult to use. The old system will hopefully be fixed and up and running next year. She noted that the patrons have really liked the \$1 off fines coupons. The goal of 500,000 minutes read has been reached. Now the children get to throw water balloons at the librarians. The two pool parties each had about 150 attendees. The Free Lunch program has fed about 25 patrons each day. Andrea commented that the interns have been doing a great job. Four out of five qualify for Earn Indiana, which means the Library will be reimbursed 50% of their wages, up to 40 hours a week. This is the last week of the SLP.

Fulton Sign/Additional Appropriation

The County Council approved the additional appropriation for the Fulton sign. Andrea contacted Lauren Overmyer from Vanadco, and she is getting an invoice ready. The Library will need to send 1/3 down payment. Lauren said the process from start to finish will take 6-8 weeks.

NEW BUSINESS

Replace Board Vice President

The position for Vice President needs filled. It was mentioned that out of the available candidates, it should be the person who has the most experience on the Board. Arndt motioned for Linda Wentzel to be Vice President. Overmyer seconded. Motion carried.

Inventory

The Department Heads agreed that it is easier on staff and patrons to do inventory on a weekend when the Library is closed. The weekend of Saturday, September 30 and Sunday, October 1, 2017 was proposed. Wentzel moved to accept closing the library on Saturday, September 30, and conducting inventory on the aforementioned weekend. Arndt seconded. Motion carried.

Outdoor Book Return Replacement

The Board would like to table this until it is known if any or all of the cost will be covered by insurance.

Schedule Board Meeting at Branches

The Fulton Branch Manager, Margaret, suggested having a Board meeting at Fulton after August. Andrea suggested having the September Board Meeting at Fulton. She will contact Carol at Aubbee to see if August or October will work for the Aubbee Branch.

Trustee Training

Pulaski County Public Library will only have the Trustee Training on July 25th. Andrea is in contact with Karen Ainslie from the State Library to see when she will be available to do a Trustee Training here at Rochester.

OTHER BUSINESS

Maintenance Update

Jeff mentioned that the brick on the south and east side of the Rochester building has water running out of the bricks. He said the bricks should be repaired sooner rather than later because the bricks will eventually have big holes in them due to the water. Jeff will call around for brick repair estimates.

The book return that was located at the Fulton Street parking lot was discovered damaged on Monday, June 19. The police were contacted, and it is currently under investigation. Dawn called Smith, Sawyer, and Smith about the damage and was told it could be a small claim, but there is a \$1,000 deductible. The replacement cost for a new drop box ranges from \$4,000- \$7,000. The old one cost \$5,000. A Board Member asked if Andrea wants to replace it. Andrea said yes, because it was heavily used, and the staff entrance book returns are now overflowing. Though, Andrea would like to investigate a different location for the book return. A Board Member asked if it could be repaired. The answer was possibly, but Jeff was not sure who could repair it. It was mentioned that it was pretty badly damaged, and that there was a prior issue with the box holding in condensation.

Jeff updated the Board on the cooling system for the Adult Circulation area. It is still not working properly. Jeff mentioned that the compressor has been replaced 5 times since the new section of the building was built. Jeff is not sure if it would be better to keep replacing it or get a whole new unit. He will get estimates for this as well.

There is still a water issue. The problem is a valve that is stuck open. The part to fix it is on its way.

Jeff mentioned the possible need for setting up security cameras. There have been multiple issues in the Arboretum and the incident with the outside book return could have been potentially caught on video. Jeff said he will talk with Zak because Zak helped with the Kewanna-Union Township Public Library's camera system and will have an idea on what kind of cameras the library would need.

Long Range Plan

The Board wanted to know where we are with the consultant. Andrea mentioned that she has been in contact with the consultant and they plan to start focus groups in August.

Executive Session

The Board would like to have an executive session on Tuesday, July 18, 2017 at 6:00 p.m. to review the applications received for the Director's position.

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

McGrew adjourned the meeting at 6:43pm.

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, August 14, 2017 at **6:00 p.m.** in the Indiana Room: Rochester, IN