

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

June 12, 2017

CALL TO ORDER

FCPL Board Vice President Sandy Sawyer called today's regular Board Meeting to order at 6:05 p.m. Present at the meeting were Board Members Linda Wentzel, Sandy Sawyer, Raenae Overmyer and Glenda Sayger. Absent: Keith McGrew, Bob Uhrich, 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 and Administrative Assistant Dustee Kelly. Rachel Arndt, who will be taking Sandy Sawyer's place on the Board, also attended.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

Payroll claims in the amount of \$39,996.60 and monthly claims in the amount of \$54,591.89 were presented for the Board's review and approval. Dawn wanted the Board to be aware that next month's water bill is going to be rather high for two reasons: the Water Department is going to be sending two bills in July, and the Library had a water issue which will make one bill possibly triple the usual amount. The Water Department contacted the Library because they saw that the Library's water usage vastly surpassed the usual average. The Library usually uses 45,000 gallons of water and this bill will be for 65,000 gallons. The issue occurred because the cooling tower was sending the water out as fast as it was taking it in. Jeff thought this issue was fixed but is having it looked at again to double-check everything is in order. Dawn told the Water Department to contact the Library again if it is still over average. Sayger moved to approve the financials. Wentzel seconded. Motion Carried.

OLD BUSINESS

Fulton Sign

The Board wondered where we were on the Fulton electronic sign. Andrea mentioned that the Library is working on getting the Additional Appropriation from the Rainy Day Fund approved by the County Council. The Public Notice the Auditor sent to the paper had the major budget classification wrong. If the classification can be corrected and re-advertised, it should be discussed at the County Council Meeting on Monday, June 20. If the Public Notice cannot be fixed, it will be put on the County Council's agenda for the June 18th meeting.

NEW BUSINESS

Permission to Dispose Items

The Board was presented with items for disposal. Most of the items listed were computers. There was also a telco rack, a Nook Color, and an Amazon Kindle. The Board asked where these items were going and if the Library had been in contact with the school because they are utilizing old electronics and computers for robotics. Andrea mentioned that the Library is looking to use these items in the Makerspace. The Board needs to approve disposal of these items so they can be removed from the Library's Capital Outlays and utilized for parts and pieces in the Makerspace. Wentzel motioned to approve the disposal of these items for use in the Makerspace. Sayger seconded. Motion carried.

Additional Appropriation Resolution

Andrea would like the Board to sign this resolution in order to present it to the County Council. It will show the Library Board is interested in using \$28,900 from the Rainy Day Fund for a new sign at the Fulton Branch. Overmyer moved to approve the resolution. Wentzel seconded. Motion carried.

Salary Increase for Margaret

Margaret has taken over for Selena as Branch Manager of Fulton. Andrea proposed a pay increase from \$8/hr. to \$12/hr. for Margaret. Andrea researched hourly rates for Branch Managers and found that the average at Indiana libraries in 2016 was \$12/hr. Selena requested a pay decrease since she is no longer a Department Head and is only working part-time. Andrea proposed a \$2 decrease for Selena from \$17.50/hr. to \$15.50/hr. Selena has worked at the library for 33 years. Margaret's pay change will be retroactive to May 23rd, her start date as Branch Manager. Sayger moved to approve these pay changes and retroactive pay to May 23rd. Wentzel seconded. Motion carried.

Summer Library Program Update

Andrea mentioned a few statistics from the 1st week of the SLP. 100 patrons attended the Ice Cream Social on June 2nd. The Children's Department has been having Story Time on Tuesday mornings and approximately 60 kids attended. The free lunch program has fed 30-66 patrons each day. The Indiana Wild program was on June 8th and 138 patrons came to see the animals. The Parks Department is going to start coming to the library to do crafts and salsa dancing, at least 100 kids are expected. Andrea filled out the paperwork for Indiana Beach tickets. Indiana Beach has new owners and the tickets they offer libraries for their summer programs are for school-aged patrons, 18 and under. The Library has teamed up with the Fulton County Animal Center. If a patron goes to the Animal Center and reads to the animals, they get an extra ticket for the prize drawing. The Teen Department had a program called Build a Better Sundae and 28 teens attended. The first Pool Party is Thursday June 15th from 7:00-9:00 p.m. at the Rochester Pool. 50,000 minutes were read in the first week.

Library Board Appointments Update

Rachel Arndt will be taking Sandy Sawyer's place on the Board. Emily Schouten will be taking Bob Uhrich's place.

OTHER BUSINESS

Maintenance Update

Jeff presented the Board with a quote from Lewis Backhoe to clean out the drywell at Aubbee. Their quote is \$400. Jeff said when it rains hard or large amounts of snow melt, the parking area at Aubbee floods. The drywell is full of leaves and gravel. Jeff has called several places, but Lewis Backhoe is the only place that has gotten back to him with a quote. It was mentioned that the flooding has been a problem for quite a while. Sayger moved to approve the quote from Lewis Backhoe to get this problem taken care of. Overmyer seconded. Motion carried.

Jeff suggested hiring someone to plant flowers around the sign at Fulton after the new one is installed. He went to Fulton to spray weeds and thought the grounds looked very plain and thought some landscaping would help make it look better.

Jeff talked about the heating and cooling system. It is still not working properly. A new circuit board was installed, but sparked and blew a fuse. The Circulation Department and a few other areas of the library are not cooling like they should. The fan is circulating air. Jeff is going to try to call the company again to fix it. They were supposed to be at the Library Thursday, June 8th.

The Board asked who takes care Aubbee's landscaping. The answer is Able Home Care. It was mentioned that the bushes look awful. Dawn said Able Home Care does the mowing and snow removal and a few other items. Andrea said Able Home Care charges extra to trim shrubs. The Board would like an estimate from Able Home Care for trimming. The Board also recommended making sure the company is doing the job for which they are billing the Library. Jeff has been taking care of some of the trimming, but the Board thinks this company should be doing all of the landscaping.

Sterling Bank

The Library's account with Sterling Bank is still open and has a balance of \$6.45. Andrea has tried emailing the Library's Attorney Greg Heller several times about closing the account, but he has not responded.

Letter to Support Science Central Grant

Andrea wrote a letter of support for Science Central’s Fulton County Community Foundation grant application.

Trustee Training

Andrea received an email about Trustee Training. It is on Tuesday, July 18th or Tuesday, July 25th at either 6:00 or 6:30 p.m. at the Pulaski County Library in Winamac, Indiana.

Author

Beth mentioned that Kate Collins, the author who writes the Flower Shop Mystery series, will be at the Library on June 29th at 4:00 PM.

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. Overmyer seconded. Motion carried. Sawyer adjourned the meeting at 7:05 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Linda Erp

Glenda Sayger

Keith McGrew

Emily Schouten

Raenae Overmyer

Linda Wentzel

Rachel Arndt

Next Regular Board Meeting:

Monday, July 10, 2017 at **6:00 p.m.** in the Indiana Room: Rochester, IN