

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES
MEETING
May 8, 2017

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:05 p.m. Present at the meeting were Board Members Linda Wentzel, Bob Uhrich, Sandy Sawyer, Linda Erp, Keith McGrew, and Glenda Sayger. Absent: Raenae Overmyer. FCPL staff members present were Interim Director Andrea Stineback, Reference Assistant Beth Miller, Literacy Director Tim Roe, Maintenance Head Jeff Winterrowd, Children's Assistant Nancy Visceglie, Fulton Branch Manager Selena Rouch, Fulton Circulation Clerk Margaret Pendley, Technical Services Head Janet Johnson, IT Zak Schoff, and Administrative Assistant Dustee Kelly. 3 patrons also attended.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

Payroll claims in the amount of \$39,930.29 and monthly claims in the amount of \$70,753.32 were presented for the Board's review and approval. Wentzel wondered why last Board Meeting's payroll claim was significantly higher than this one. The answer was that there was an extra pay period in March. Sayger moved to approve the financials. Uhrich seconded. Motion Carried.

PATRON FORUM

A patron asked if the Board has received any feedback on the Interim Director. The patron wanted to know if the Board has done any surveys or evaluations. The Board said that they did have an Executive Session on the matter, but otherwise there has not been any formal feedback yet.

The patron also commented on the newsletter. She said it was too sophisticated. She would like to see a simpler format with more focus on the library's activities.

OLD BUSINESS

Electronic Sign for Fulton Branch

Lauren Overmyer from Vanadco Signs was present to answer questions. She sent Jeff quotes that were given to the board at April's Board Meeting. She said these signs are just samples. She went with designs she thought the library would need. Lauren mentioned that an example of Vandaco's work is the sign at Grace Church which is a block away from the library. Vanadco signs are wireless. There is a software program the library will have to use to create messages on a PC and then send them to the cloud. The price quoted is the cost from start to finish, including installation. The warranty is 5 years on parts. The first year also includes labor. The existing pole will be used. It is made of 6-inch steel so it is heavy enough it will not blow in the wind. Her quotes are for 19 mm pixels. She took into account the height of the sign and the speed of traffic going by the sign. The benefit of 15 mm pixels is sharper resolution. The library can make the words on the sign scroll or swipe using the software. Lauren said it takes time to learn how to use the software program and Vanadco can offer assistance if needed. A Board Member asked if the sign could be hacked. Lauren said it potentially could, but it would take a lot. She said chances are slim to none. A Board Member asked if it would be a problem for snow plows. She said the sign will be 15 feet high so it should not be a problem. If a permit is needed she said Vanado takes care of getting it. If neighbors complain about the light, the sign can be programmed to time off at a certain time and the brightness can be changed. The timeline to order and get the sign installed is 6-8 weeks. Selena asked what the price difference is between the tighter 15 mm pixels compared with the 19mm quoted. Lauren said she can have an exact quote to the library

the next day but as an estimate she said \$2,000-\$3,000. The Board asked Zak's opinion. Zak said he prefers wired, but in this case the wireless seems to be the better option. The Board asked if this was in the budget. Andrea said it is not. McGrew mentioned the Rainy Day Fund, and Andrea said there was enough in there to cover the sign. To use money out of the Rainy Day, however, there are steps that have to be taken. The County Council needs to approve the use of funds and then the Board needs to have a meeting. The Fulton Lion's Club President was at the meeting and the money they had collected for a sign is now spent. The Friends of the Library want to donate towards the sign. As a curiosity question, Lauren was asked how much the old sign cost. She looked through her records and found that the sign was purchased in 2001 for \$5,000. Lauren estimated that the life expectancy of the sign 10-15 years. Jeff will look at the electric to run the sign. The Board asked if it was ok to make a motion to purchase the sign. The answer was yes, pending approval from the County Council to use the Rainy Day Fund. Uhrich moved to approve purchasing the 60X125 sign with the 15 mm pixels from Vanadco pending the approval from the County Council to use money out of the Rainy Day Fund. Sawyer seconded. Motion carried.

Director Job Description Advertisement

McGrew with Sawyer's help came up with a Job Description for the Director's position. It was based on the State Library requirements. The essential responsibilities came out of the library's policy manual. The Board would like applicants to reply by July 1, 2017. The applicants can mail or email their cover letters, resumes, and references to the Board of Trustees. The Board talked about sending the ad to the Indiana State Library and IUPUI Job Boards. The Board also discussed putting a small ad in the local newspaper that says visit the Library website for more information. The FCPL website will have a link to the job description. Erp moved to approve the Job Description and publish an ad in the newspaper and at the Indiana State Library. Sawyer seconded. Motion carried.

NEW BUSINESS

Maintenance Update

Jeff told the Board that the cooling system was being worked on during the day the library's internet and network were down. The circuit was replaced. The cooling tower has water going in and out. The drywell at Aubbee is plugged up with gravel and leaves. Jeff has called two people but they have not responded. Jeff is not really sure who cleans drywells out. McGrew recommended Lewis Backhoe, Inc. to see if he can do it or knows of someone who can. Jeff told the Board that benches have been moved around the Arboretum, and when he called the police, they said that benches had been in the street. Bicycles have also been in the Arboretum tearing up the grass.

Resolution to Charge Fee for Insufficient Funds Check

Uhrich moved to approve the resolution. Sawyer seconded. Motion carried.

Long Range Plan Discussion

Andrea received two quotes from consultants. One is from Wiseman Consulting and Training. Their cost is \$8,300. The other quote is from Kimberly Bolan and Associates. Their cost is \$11,800-\$13,500. The Long Range Plan has to be done by December 2017. The Board asked if hiring a consultant is in the budget. Andrea said the library is currently below budget, so there is enough to pay for a consultant. Uhrich moved to approve having Wiseman help with the Long Range Plan. Sawyer seconded. Motion carried.

Chamber Dollars as Payment

The library has been a member of the Chamber for five years. Accepting Chamber Dollars as payment is a part of the membership, but the library has never filled out the paperwork for this. It has to be put in the minutes to accept. Sawyer moved to have the library accept Chamber Dollars as payment. Wentzel seconded. Motion carried.

OTHER BUSINESS

The Board was notified that Selena Rouch, Fulton's Branch Manager, wants to only work part-time. Margaret Pendley has been working at Fulton since August 2016. Margaret has a Bachelor's Degree and would need three Library Science courses to be able to receive a Librarian Certificate 5, which would allow her to be Branch Manager. She would like to do this. The Board thanked and congratulated her. The Board reminded her to take advantage of the tuition reimbursement the library offers.

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

The meeting was adjourned at 7:55 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, June 12, 2017 at **6:00 p.m.** in the Indiana Room: Rochester, IN