

FULTON COUNTY PUBLIC LIBRARY/ BUDGET ADOPTION
October 9, 2017

CALL TO ORDER

FCPL Board President Keith McGrew called today's Budget Adoption Meeting to order at 5:05 p.m. Present at the meeting were Board Members Raenae Overmyer, Rachel Arndt, Linda Wentzel, Linda Erp, and Keith McGrew. Absent: Glenda Sayger, Emily Schouten. FCPL staff members present were Director Andrea Stineback, Maintenance Head Jeff Winterrowd, Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. Dan and Sharon Wiseman from Wiseman Consulting & Training and Tim from Red Steamer attended as well.

BUSINESS

Public Adoption Meeting regarding the 2018 Fulton County Public Library Budget

Wentzel moved to approve the 2018 budget. Erp seconded. Motion carried.

ADJOURNMENT

McGrew adjourned the budget adoption meeting at 5:06pm.

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

Next Regular Board Meeting:

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

**FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES
MEETING
October 9, 2017**

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 5:06 p.m. Present at the meeting were Board Members Raenae Overmyer, Rachel Arndt, Linda Wentzel, Linda Erp, and Keith McGrew. Absent: Glenda Sayger, Emily Schouten. FCPL staff members present were Director Andrea Stineback, Maintenance Head Jeff Winterrowd, Business Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. Dan and Sharon Wiseman from Wiseman Consulting & Training and Tim from Red Steamer attended as well.

APPROVAL OF MINUTES

The Board reviewed the September Public 2018 Budget Hearing Meeting's minutes. Wentzel moved to approve the minutes. Arndt seconded. Motion carried. The Board reviewed the September Board Meeting's minutes. Arndt moved to approve the minutes. Erp seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$62,078.30 and monthly claims in the amount of \$82,181.51 were presented for the Board's review and approval. A question was raised as to why the September's payroll claims were about \$20,000 higher than the previous month. Dawn explained that there were three payrolls in September, which is why it was higher. Erp motioned to approve the financials. Wentzel seconded. Motion carried.

OLD BUSINESS

Heating and Cooling estimate

An estimate from Jeff Brown Heating and Cooling was presented to the Board. His quote is less expensive than Quality Plumbing and Heating, but there is some concern that Brown's estimate is not for the exact unit that is currently installed. Jeff Brown admitted he is not trained to do the computer work, and Jeff Winterrowd said he is not sure if he can do the computer work either. This project does not have to be done until next year since it pertains to the air conditioning portion. It is almost winter, and the unit will not be used again until 2018. Jeff Winterrowd will find out more information from Jeff Brown.

Zak is looking into cameras for the library. Jeff is finding pill bottles, alcohol bottles, etc. around the Library. Cameras could potentially limit some of the late night activity. Jeff would like them at the entrances, in the Arboretum, and pointed at the new book return.

Jeff was at the Fulton Branch and was told that the handicap spot has been moved several times in the past, which has created a dip that makes it difficult for patrons parked in the handicap spot to safely get out of their vehicles. Fulton would like to get more asphalt to even out the handicap spot. This will be a project for next spring when the weather is warmer.

Outdoor book return update

The new book return was installed on Thursday, October 5.

NEW BUSINESS

Wiseman Consulting and Training

Dan and Sharon Wiseman will be helping develop Fulton County Public Library's Long Range Plan. They will be at the Rochester Branch conducting various focus groups on Tuesday, October 10. Staff focus groups will be on Wednesday, October 11. They mentioned that they can consolidate a few steps, which will save the library about \$1,300.00. They asked the Board Members various questions to get their point of view and opinions on planning the future of the Library.

Carpet Cleaning Bids

Five companies submitted bids for carpet and furniture cleaning at all three branches. Enid's did not send a total cost, only a sheet of paper that gave the price per square foot. For the past several years, Stanley Steamer has cleaned the meeting rooms, Children's Department, and Grand Hall after the Summer Library Program. The Library gets these sections cleaned yearly. This will be the first time in many years the carpets and furniture will be cleaned throughout the entire library. Tim from Red Steamer explained that he has a truck mount and his company uses a mild cleaner. He was asked how long it would take to dry. He said overnight. He was then asked how long it would take to actually clean the libraries. He said Aubbee and Fulton should only take 2-3 hours. He was not sure how long it would take to clean Rochester because the building is large. The Board asked for Andrea's recommendation. She thought Crazy Clean Carpets did Pulaski County Public Library. Crazy Clean Carpets is in Kewanna. McGrew mentioned he would like to keep the business in Fulton County. The Board appreciated Tim from Red Steamer taking the time to attend the meeting. After major discussion and a motion for Crazy Clean Carpets that was withdrawn, Erp motioned to have Red Steamer do the cleaning at all three branches for \$6,003.44. Wentzel seconded. Motion carried.

Permission to advertise Extra Life

Extra Life is a gaming fundraiser that raises money for the Children's Miracle Network Hospitals. People can create a team, commit to playing games for 24 hours, and ask friends and family to monetarily support their efforts. The 24-hour marathon is on November 4th, which occurs during International Games Week. Dawn would like to advertise this program at all three branches with Board approval. Wentzel moved to approve advertising Extra Life. Overmyer 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.

AJOURNMENT

McGrew adjourned the meeting at 6:38pm.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

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