

FULTON COUNTY PUBLIC LIBRARY/BUDGET HEARING
September 11, 2017

CALL TO ORDER

FCPL Board President Keith McGrew called today's Budget Hearing Meeting to order at 6:04 p.m. Present at the meeting were Board Members Raenae Overmyer, Rachel Arndt, Linda Wentzel, Glenda Sayger, Emily Schouten, and Keith McGrew. Absent: Linda Erp. FCPL staff members present were Director Andrea Stineback, Maintenance Head Jeff Winterrowd, Literacy Director Tim Roe, Business Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. Jean Haack, Friends of the Library, and 1 patron also attended.

BUSINESS

Public Hearing regarding the 2018 Fulton County Public Library Budget

Nobody had any comments or questions about the 2018 budget.

ADJOURNMENT

Arndt moved to adjourn the meeting. Wentzel seconded. Motion carried. McGrew adjourned the budget hearing meeting at 6:05pm.

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

Next Regular Board Meeting:

Monday, October 9, 2017 at **5:00 p.m.** in the Indiana Room: Rochester, IN

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

September 11, 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 Raenae Overmyer, Rachel Arndt, Linda Wentzel, Glenda Sayger, Emily Schouten, and Keith McGrew. Absent: Linda Erp. FCPL staff members present were Director Andrea Stineback, Maintenance Head Jeff Winterrowd, Literacy Director Tim Roe, Business Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. Jean Haack, Friends of the Library, and 1 patron also attended.

APPROVAL OF MINUTES

The Board reviewed the August Meeting's minutes. Schouten moved to approve the minutes. Sayger seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$41,853.61 and monthly claims in the amount of \$72,617.48 were presented for the Board's review and approval. A Board Member was curious why last month's financials were at \$200,725.93 and this month they were only at \$72,617.48. Dawn mentioned that the bond payments were due last month and this is why the financials were so high. Arndt moved to approve the financials. Schouten seconded. Motion carried.

OLD BUSINESS

Heating and Cooling estimate

The Adult Circulation area air conditioning is fixed. Jeff is waiting on bids for a new unit for south end of the building. Jeff said he is also waiting on bids for Freon.

Jeff told the Board there is an issue with plumbing. He found a leak with the water heater. Jeff said he could get the old water heater out and drained, but he will need to call a plumber to help with the plumbing portion of installation.

S&S inspected the Library's sprinkler system. It said one gauge failed. They included a 5-year code contract. The cost will be \$550. It was mentioned that a copy was sent to the Library and the Library's insurance company. The Board recommended following up with Smith, Sawyer, and Smith Insurance to make sure this meets criteria and to make sure this is a required step.

Outdoor book return update

The Library received an insurance check from Safeco which is the auto insurance company of the person who hit the book drop. The check is for close to \$6,000. Andrea gave the board four options for book drops to choose from. Andrea likes the Kingsley one the best, and it comes with the cart. Wentzel moved to approve getting the Kingsley book drop for \$6,289.99. Sayger seconded. Motion carried.

NEW BUSINESS

Recognizing Donations

The Pilot Gas Station that is being built in Rochester wants to donate items to the Library. Andrea contacted the State Library to make sure it is legal to recognize businesses who donate to the Library. A sign can be made to acknowledge who is making the donation to the Library. A

Board Member suggested to make sure the donor wants to be recognized because some may want to remain anonymous.

Business Travel Expense

A question was raised about getting mileage for delivering items to the other branches. The employee is already on the clock. Andrea said the policy is vague on the matter and wants clarification. The Board said as long as mileage is not being abused, there should be no reason not to give mileage to those traveling to do errands and deliveries to other branches. If it turns out to be a problem, this policy can be revisited.

Items for Disposal

Three items were presented to the Board for disposal. The items are two switches and a monitor. Arndt motioned to dispose these items. Wentzel seconded. Motion carried.

Permission for Director to attend ILF full Conference

November 13-15 2017 are the dates for the Indiana Library Federation Annual Conference. The conference is in Indianapolis. November 13 is the date of the November board meeting. Andrea asked the Board if they would rather have a Board Meeting without her or move the Board Meeting to a different date. The Board said they were fine with having the meeting on November 13. If there is anything important that needs to be discussed, the Board asked that Andrea provide notes covering the topics. The total cost will be about \$540. The full conference is \$180, pre-conference is \$40, and \$320 for two-nights in the hotel. Sayger moved to approve Andrea attending the ILF Pre-Conference and Full Conference. Arndt seconded. Motion carried.

Resolution for Internal transfers

There are two resolutions. One is for \$1.50. It was placed in the Operating Fund, but it is supposed go into the Evergreen Flow-Through Fund. The other one is for \$145.30. Dawn explained that there is an old Summer Reading Program account that cannot be deleted, and this amount was accidentally put into it. The correct account is called Summer Reading Fund. Arndt motioned to approve both resolutions. Wentzel seconded. Motion carried.

OTHER BUSINESS

The Rochester Sentinel sent quotes on online advertising. The Board recommended waiting until the Library's updated website is up and running before doing online advertising. This will be something to keep in mind for the future.

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. Schouten seconded. McGrew adjourned the meeting at 7:04pm.

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, October 9, 2017 at **5:00 p.m.** in the Indiana Room: Rochester, IN