

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

April 11, 2016

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular board meeting to order at 6:00 p.m. Present at the meeting were board members Mrs. Glenda Sayger, Mrs. Rosa Metzger, Mr. Bob Uhrich, Mrs. Raenae Overmyer, Mrs. Linda Erp, Mrs. Sandy Sawyer, and Mr. Keith McGrew. FCPL staff members present were Business Manager Dawn Grubbs, Literacy Director Tim Roe, Reference Head Andrea Stineback, Systems Administrator April Gross, and Administrative Assistant Dustee Kelly. 19 members of the public also attended.

APPROVAL OF MINUTES

The Board reviewed March's board minutes. There were 3 meetings in March. In the minutes for March 14th the board noticed a mistake in wording when talking about the director's salary increase. It was written that the topic was tabled. The correct wording should be "the topic is denied at this time." In the patron forum portion of the minutes, a grammatical error was noticed. These errors have been corrected by Administrative Assistant Dustee Kelly. Mrs. Sandy Sawyer motioned to approve the March 14th minutes as corrected. Mr. Bob Uhrich seconded. Motion carried. In the minutes for March 22nd, the board noticed when talking about Manchester College it should be Manchester University. Mr. Bob Uhrich motioned to approve the March 22nd minutes. Mrs. Sandy Sawyer seconded. Motion carried. Mrs. Glenda Sayger motioned to approve the March 29th minutes. Mrs. Linda Erp seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$42,672.97 and monthly claims in the amount of \$97,759.84 were presented for the board's review and approval. The board wondered if there was a budget set up for each department and branch so they know how much they can spend on crafts and other items needed. Business Manager Dawn Grubbs said all of the money for crafts and such items comes out of one account, the Supplies line, but there is no breakdown of how much the branches and departments can spend. Mr. Bob Uhrich wondered about the bonds on page 18 and why there were items in parentheses. Dawn Grubbs said the items in parentheses are voided checks. Under the check number column, there is a check number and beside that there is a V which stands for voided. Mr. Bob Uhrich motioned to approve the financials. Mrs. Rosa Metzger seconded. Motion carried.

OLD BUSINESS

The Board was asked for approval of the revised contract with Johnson-Melloh and Payment application Document G702. Keith McGrew asked for a motion to table this topic. He mentioned that Johnson-Melloh has been kind in getting back with Attorney Greg Heller to work out an amended contract. Mrs. Sandy Sawyer motioned to table this topic. Mrs. Glenda Sayger seconded. Motion carried.

Andrea updated the board on the Staff Training Day on April 26th. In the board packets the board received a tentative schedule of what will be discussed at the Staff Training Day. There is a concern about staff hours. The board previously approved opening the library at 4:00 p.m. after the staff training was over, but staff is concerned about working 12 hours. The suggestion is to close the library for the whole day and only reopen for the public presentation by Stephan Viehweg at 6:00 p.m. Mrs. Glenda Sayger motioned to approve closing the library for the whole day except for during the public presentation. Mr. Bob Uhrich seconded. Motion carried.

There was a question of whether staff members can be clocked in during board meetings. The current policy is that a staff member is clocked out unless presenting. The board would like this to continue. There is no motion on this topic. It was just a review of policy.

Dawn did some research on the issue of vendors using the meeting rooms. The state said they have no restrictions on how libraries use their meeting rooms as long as they follow the basic rights and Freedom of Speech. It's up to each library how they regulate their rooms. Fulton

County Public Library's policy currently does not allow vendors to sell items in the meeting rooms.

Dawn looked into canceling the contract with Waste Management and hiring Mike's Trash to do the Fulton Branch's pickup. The cost to cancel Waste Management would be \$408.00 as of April 11. The contract ends June 2017. Mike's Trash cost is \$50. Waste Management said they will negotiate on their price. Mike's Trash has done an extra pickup for the past two summers for a total of 8 weeks. Mr. Keith McGrew said to ask Waste Management if they will do an extra pickup for 8 weeks. If they say no then hire Mike's Trash for Fulton's trash pickup.

Tim updated the board on the Makerspace. He had a conversation with Rex Robison from Rapidview. He asked Rex how involved they wanted to be in helping to set up the Makerspace. Rex said they want minimal involvement. They gave the money because they don't have the time. They trust the library to use the money for the Makerspace. They do, however, like the idea of having small soldering projects. Dawn mentioned that the initial opening date was set up for July by former director, Jon Gaskill, but that is not feasible. She told Matt Sutton from Rapidview this and he said that was fine. Mr. Keith McGrew asked if there is a Makerspace team in place. The answer was there is not a concrete team yet. There are issues such as policies, liability, staffing and mentorship that needs to be addressed first. There is also an LSTA Grant that former director, Jon Gaskill, applied for. If we get that grant, then that money has to be used to purchase sewing machines. The library received a Flux 3D printer addressed to Jon Gaskill that was ordered back in January 2015. Dawn has had it in her office because she was waiting to hear if it can be opened. Mr. Keith McGrew said go ahead and open it. Mr. Keith McGrew asked who is working on the 3-D printers. The answer is Ron Hoffman and Zak Schoff.

NEW BUSINESS

Lauren Overmyer from Digital Display Solutions gave a presentation about the company and will set up a quote for the Fulton sign artwork. She explained that Digital Display Solutions made the old sign and they are local so they are close if there is a problem. She asked the board if they wanted her to get a quote ready. The board said yes. She said the quote is good for 1 year. She said the company caters to budgets and can make something work that's in the library's budget.

Tim informed the board of a Literacy collaboration with Culver Academy on a 6-8 week volunteer-based project. Culver Academy senior students are required to do a 6-8 week volunteer-based project. A student asked if he and his partner can collaborate with Literacy. The time frame falls perfectly within the Summer Reading Program.

Tim informed the board of a Literacy collaboration of therapy dogs to be used at all three branches. Tim has been in communication with TDI (Therapy Dog International) to have them come down every Friday during the Summer Reading Program. There have been studies that show having a dog there helps children with their reading. This is a volunteer program. There will be two dogs from TDI. Tim is also in the process of training one of his grey hounds to be a therapy dog so all branches will have a therapy dog available to come to them. Mr. Keith McGrew wondered if it would be an issue if a child was afraid of dogs. Concerns over allergies were voiced as well. It was voiced that the handler is trained to see and identify if a child is scared and knows to avoid that child. Tim said TDI has never had an incident. Mrs. Sandy Sawyer motioned to approve having Therapy Dogs at all three branches. Mrs. Linda Erp seconded. Motion carried.

The board was asked permission to use a fine forgiveness coupon for the summer reading program. There is no fine forgiveness program during the summer, so Andrea Stineback and Carol Chileen collaborated and came up with this fine forgiveness coupon. A summer reading program participant will receive one coupon each week. The coupon will remove a dollar in overdue fines. The coupon expires on September 30, 2016. Mr. Bob Uhrich motioned to accept using this fine coupon for the summer reading program. Mrs. Rosa Metzger seconded. Motion carried.

The board was asked for permission to advertise on the Nickel Plate Trail map. The cost is \$75. Mrs. Sandy Sawyer motioned to approve advertising on the Nickel Plate Trail map. Mr. Bob Uhrich seconded. Motion carried. The board asked if there is an advertising budget. Dawn said there is. Last year the library went over budget on advertising. The board said to keep going on the other ads; however the board asked Dawn to see if all ads could be the less expensive version. Dawn said she would look into this.

The board was asked permission to become a member of Amigos Library services for staff training. The board asked what the cost was. Dawn said there was not a cost yet. The board recommended getting more information before a decision is made.

The board was asked for permission for the library to have a booth at the Rochester Summer Block Party on June 18th at the courthouse. The cost for a booth is \$10. The library is going to have a cornhole tournament and give out bookmarks, pens, and balloons.

The board was presented with the results of the DVD/CD inventory. The combined total of items missing is 432; the total value for those items is \$8,500.07. The board asked the department heads what they would like to do to correct this issue. Selena Rouch recommended being selective in what is put into the cases. Rose Krull said just put out the old items. The board asked the department heads to get together to work out a new policy and bring it to the board.

The board was asked for permission to dispose 20 items. The items were all listed on the sheet in the board packet. Mrs. Glenda Sayger motioned to approve disposing the listed items. Mr. Bob Uhrich seconded. Motion carried.

The board was asked for permission to purchase an extended 2 year warranty for the AWE computers. These are computers that just have children's games on them. There is a total of 4 of these computers: 2 at Rochester, 1 at Fulton, and 1 at Aubbee. The extended warranty for 2 years would be \$4200 for all 4 computers. Mr. Bob Uhrich moved to approve purchasing the extended 2 year warranty on the AWE computers. Mrs. Glenda Sayger seconded. Motion carried.

The board was asked Permission to update records for First Federal. There are no names attached to the account. Dawn said she would like Glenda's name on the account as signer and also Dawn herself so she can get information. Mrs. Sandy Sawyer moved to approve having Dawn and Glenda's names on the First Federal account. Mrs. Rosa Metzger seconded. Motion carried. Dawn Grubbs wanted the board to know that there is an internal controls seminar at Fairfield. The seminar is 3 classes each at \$40, for a total cost of \$120 for the business manager to attend. This seminar will give information about the new laws concerning internal controls going into effect this year.

Dawn wanted to let the board know that Pat Lancet who does the American Sign Language Classes at the library has agreed to have her 4 classes and do it for \$700 instead of \$800. She is paid out of the Other Services line. There is no budget for programs.

The board was asked permission to hire four interns for summer help. It was mentioned that there were 10 last year, but only 4 are needed this year: 2 for children's and 2 for adult circulation. The branches don't need any. Mr. Keith McGrew said find the four candidates and bring them to the board for interviewing. Mr. Bob Uhrich moved to approve hiring only 4 interns for the summer. Mrs. Sandy Sawyer seconded. Motion carried.

STAFF REPORTS

The Department Heads write up monthly reports to explain what each department has done during that month.

OTHER BUSINESS

Mr. Keith McGrew said the library is on a hiring freeze. Nobody will be hired unless there is an emergency.

Someone asked about the status on a new director. Mr. Keith McGrew contacted the State Library to help. He said there is a plan for an interim director.

Someone asked if there will be an audit because usually there is one with a change of directors. Mr. Keith McGrew asked Business Manager Dawn Grubbs to look into that.

AJOURNMENT

Mr. Bob Uhrich motioned to adjourn the meeting. Mrs. Glenda Sayger seconded. Motion Carried. Mr. Keith McGrew adjourned the meeting at 7:35 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting:

Monday, May 9, 2016 at **6:00 p.m.** in the FCPL Indiana Room: Rochester, IN