

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

August 8, 2016

CALL TO ORDER

FCPL Board Vice President Sandy Sawyer called today's regular Board Meeting to order at 6:00 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Sandy Sawyer, Linda Erp and Keith McGrew. Absent: Bob Uhrich, and Glenda Sayger. FCPL staff members present were Interim Director Andrea Stineback, Business Manager Dawn Grubbs, Literacy Director Tim Roe and Administrative Assistant Dustee Kelly. 7 members of the public also attended.

APPROVAL OF MINUTES

The board reviewed the July Meeting's minutes. Erp moved to approve the minutes. Overmyer seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$44,556.88 and monthly claims in the amount of \$246,862.29 were presented for the Board's review and approval. Wentzel was comparing the claims from the previous board meeting to this one and asked why there was such a large difference between amounts. She noticed the bond was a large sum. Dawn informed her that the bond and payments to Baker and Taylor for books were large amounts and that is why the claim amount is so large. Erp asked about the cleaning supplies. Dawn informed her that Cintas is done. Wildman's has installed their products. McGrew asked if the library gets Lysol from Wildman's as well. The answer was no that is ordered through INCOM when Cheryl, Selena, or Carol requests it. Sawyer moved to approve the financials. Erp seconded. Motion carried.

OLD BUSINESS

Parking Lot Update

Andrea has talked to Jason Siders. He does not have a start date for parking lot maintenance, but he hopes to have a date by the end of August.

Summer Reading Program Update

Nancy Visceglie, Children's Department Assistant, updated the Board on the success of the Summer Reading Program. The program ended on July 25th. Over 400,000 minutes were read in Rochester. Since this beat the goal, the children got to throw water balloons at the librarians. They also got to eat ice cream. The Adult and Teen departments each had two Kindle Fires to give away for grand prizes. The Children's Department gave away 2 Wal-Mart gift cards as the grand prize. The gift cards were intended for bikes, but the winners can get whatever they want.

Arboretum

The Tic Toc Trophy Shop in Akron sent over a quote and some pictures that showed the designs they could do for a tree plaque. They are unable to do one for the outside of the building. The board would like it if someone can be found to do an outside plaque. Erp said she will investigate this more.

NEW BUSINESS

Resolution for Indiana State Library Consortium for Public Library Internet Access

This is a yearly resolution to stay a part of the Indiana State Library Consortium for Internet Access. Sawyer moved to sign the resolution. Wentzel seconded. Motion carried.

Credit Card Resolution

It has to be recorded in the minutes that Andrea Stineback can use the library credit card. Dawn explained that the library has a limit of \$5,000 but Dawn only gets half of that since there is currently no one else bonded who has permission to use the credit card. Erp moved to sign the credit card resolution and to allow Andrea to use the library credit card. Wentzel seconded. Motion carried.

Resolution for Signature Stamp

This was tabled due to Glenda Sayger's absence at the meeting since this directly affects her because she is the Treasurer. Dawn did mention that Internal Controls does frown upon using the stamp. They won't tell you not to use a signature stamp but an actual signature is preferred. Erp motioned to table this topic. Sawyer seconded. Motion Carried.

Purchasing Policy

The policy states that "All purchases must be approved by the Director." Currently the Director is not seeing or approving the purchases until after the items are ordered. This has been causing issues with items having to be returned or cancelled. This is just to clarify what the policy states.

Budget Calendar

Andrea and Dawn are attending a budget meeting on August 23rd.

Interim Director to attend INLLA

INLLA stands for Indiana Library Leadership Academy. The Board was given two sheets that detail what the INLLA is and what will happen during the retreat. The retreat is October 11th to October 14th. Andrea was 1 of 24 chosen for this opportunity. There is a cost of \$250 for the retreat which includes lodging, materials, and all meals. Sawyer moved to approve Andrea going to the INLLA and for the library to cover the \$250 fee. Erp seconded. Motion Carried.

Leave of absence for Staff Member

Erp moved to approve the staff member's leave of absence. Wentzel seconded. Motion carried.

Dispose Items

The Board was given a sheet that listed the items up for disposal. Sawyer moved to approve disposing the items. Wentzel seconded. Motion carried.

Turn off Wi-Fi

This mostly pertains to the Aubbee Branch. There are children and teenager hanging around the library all hours of the night and who are using bad language and are being destructive. They are disturbing the neighbors. McGrew recommends turning the Wi-Fi off temporarily at the Aubbee Branch. The board asked the other branches if they wanted their Wi-Fi off temporarily as well and they said no. Wentzel moved to temporarily turn off the Wi-Fi at the Aubbee Branch from 10:00pm-6:00am for a 3 month trial period. Overmyer seconded. Motion carried.

Employee Staffing at Fulton Branch

A Fulton Branch employee would like to step down from full-time to a substitute. Branch Head, Selena Rouch, would like to have current employee Kindra Craig made full-time. Kindra will still work at the Rochester Branch to help out the AV Department. Fulton will still need a substitute for when employees are on vacation. Selena received an application and really likes the woman who filled it out. She will be needed on Fridays and alternating Saturdays. The Board questioned if they needed a motion on this since it is a change of employment status, which the

Director usually handles. The Director was making the Board aware of the situation. There was no motion.

Chain of Command/Communication Module

Krystal and Andrea have worked on a Chain of Command and Communication Module. The Board received these in their packets. The Board thought it looked good. McGrew would like to eventually see a specific Chain of Command that details Department Heads and who reports to them brought to the Board.

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.

OTHER BUSINESS

Sign for Fulton Branch

Selena asked about a new sign at Fulton. McGrew said a new sign is being looked into and whether or not it can be paid for from the Rainy Day Fund. Selena asked if her husband could give a presentation about a new sign at the next Board Meeting. McGrew said yes and that he can be added to the agenda.

AJOURNMENT

Sawyer motioned to adjourn the meeting. Wentzel seconded. Motion carried. McGrew adjourned the meeting at 7:26 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting:
Monday, September 12, 2016 at **6:00 p.m.** in the Indiana Room: Rochester, IN

