

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

June 13, 2016

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:04 p.m. Present at the meeting were Board Members Glenda Sayger, Rosa Metzger, Raenae Overmyer, Sandy Sawyer, and Keith McGrew. Absent: Bob Uhrich, and Linda Erp. 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 May Meeting's minutes. Sandy moved to approve the minutes. Glenda seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$43,046.37 and monthly claims in the amount of \$80,608.68 were presented for the Board's review and approval. Glenda moved to approve the financials. Raenae seconded. Motion carried.

OLD BUSINESS

Waste Management

The contract with Waste Management is cancelled for the Fulton Branch. It was supposed to be cancelled by June 1st but we did not receive the paper work until May 23rd. Waste Management wanted the paper work back by May 25th which was not feasible, so the deadline was extended to July 1st with no extra charge. The total cost to cancel the contract was \$130. Mike's Trash will start for \$24 a month. Dawn will buy 2 trash cans for Fulton because Mike's doesn't supply trash cans.

Block Party Update

Andrea updated the Board on the Block Party. The Library will have a booth set up on Saturday June 18th. The Library will be giving away buttons, bookmarks, etc. There will be a Cornhole Tournament at 1pm on Saturday. The winning team will receive a cornhole set. A Board Member asked if the library logo will be on the set. Andrea said no, but that it is a neat idea for next year. The Library will also be participating in the parade on Friday, June 17th. All participants will be wearing the same design on different colored shirts that will be printed by Cheapie Squeegee, a local company. Cheapie Squeegee also inexpensively printed 500 bags with the library logo on them and had them done in 1 day. Candy was purchased for the parade and there will be an item on the claims for candy at next month's meeting. The candy was purchased using the Friends money.

Summer Interns Update

One of the interns that the board previously approved did not work out. Another one was found instead. Andrea told the Board that all of the interns are doing an excellent job and have learned how to use the Summer Reading Program database very quickly. Aubbee is still looking for an intern.

Review DVD Policy

Andrea updated the Board on the DVD policy. At last month's Department Heads Meeting, the Department Heads came up with guidelines to follow when considering which discs remain in cases, but not an actual policy. Rochester wants to do something similar to what Fulton and Aubbee have been doing by not putting all the DVDs out in their cases. They want to keep all new, all the television series, Disney movies, and certain movie franchises in the sleeves.

NEW BUSINESS

Audit of FCPL Financial Records

Sandy Sawyer motioned to contact the State Board of Accounts to set up an audit because of the change in command. Glenda Sayger seconded. Motion carried.

Add Andrea to Bank Account and Signature Card

Glenda Sayger motioned to add Andrea Stineback to the bank account and to the signature card. Rosa Metzger seconded. Motion carried.

Ranger Materials for Parking Lot Care

Ranger Materials sent a quote for parking lot maintenance. Their total cost for cleaning, filling cracks with hot rubber, seal coating the asphalt, and repainting the parking stalls, directional arrows, and handicap areas will be \$2,886.00. It was said that this has not been done in years. The board recommended getting into the habit of getting more than 1 quote. A patron recommended Jason Siders for this project. It was said that he does excellent work. The Board wondered if payment for this could come out of the Rainy Day fund. It was mentioned to see if Aubbee needed stone and to see how Fulton's blacktop was holding up. The Board wants to see if Ranger Materials can give a quote that includes Fulton.

End Contract with Cintas

The library has had bad customer service with Cintas. The library started using Wildman's for paper products and other items. The Library had to keep some services with Cintas so as not to break the contract that will expire October 2016. Wildman's is cheaper in comparison to Cintas. The board was given a comparison price chart. Through Wildman's, there is an option for purchasing the dilution system that should make the services cheaper. Cintas is a 5-year contract, so if the service is not cancelled before October, the library is bound to another 5-year contract with Cintas. A Board Member asked what this dilution system was and if more information can be found out about it. A Board Member asked if the library can go back once this is switched. The answer is possibly. Glenda Sayger motioned to discontinue the contract with Cintas and switch completely to Wildman's. Sandy Sawyer seconded. Motion carried.

Summer Reading Program Update

Nancy Visceglie, Children's Department Assistant, updated the Board on the Summer Reading Program. The library had an ice cream social on June 3rd as the kick off to the Summer Reading Program. 174 patrons attended. 17 children and 6 adults attended the Outside Games Day. Storytime brought in 68 children and 30 adults. 24 children attended the Walking Club. 125 patrons came to see Ronald McDonald. Samantha the Therapy Dog attracted 81 patrons. The lunch program has had at least 70 attendees every day. The number of attendees has even reached 107.

Literacy Director Tim Roe updated the Board on the projects he is in charge of that correspond with the Summer Reading Program. To eliminate any worries over liability issues, Tim informed the Board that therapy dogs certified through TDI are insured for up to \$1M and that the dogs are a form of work dog. Samantha visits Rochester on Fridays at 1pm, Nikita goes to Fulton, and Oliver is Aubbee's designated therapy dog. Tim is collaborating with two students from Culver Military Academy. They are connecting their senior project with literacy and the Summer Reading Program. These two students have come to Rochester and read to 12-15 kids. They are also working with the National Junior Achievement program. Tim has made a Live Healthy

Packet that is free to any patron. Tim and Kristyn Childers have been teaching a class on poetry and writing. They are conducting a poetry contest. The winners will receive monetary prizes.

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

This was Rosa Metzger’s last meeting. Linda Wentzel was appointed to take Rosa’s place on the Board.

AJOURNMENT

Sandy Sawyer motioned to adjourn the meeting. Keith McGrew adjourned the meeting at 7:15p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Next Regular Board Meeting:
Monday, July 11, 2016 at **6:00 p.m.** in the FCPL Meeting Room A: Rochester, IN