

FULTON COUNTY PUBLIC LIBRARY/BUDGET HEARING MEETING

September 12, 2016

CALL TO ORDER

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

PUBLIC HEARING REGARDING FULTON COUNTY PUBLIC LIBRARY'S 2017 BUDGET

No members of the public had any questions or comments about the 2017 Budget.

AJOURNMENT

Uhrich motioned to adjourn the meeting. Sayger seconded. Motion carried. McGrew adjourned the meeting at 6:01 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Linda Erp

Glenda Sayger

Keith McGrew

Robert Uhrich

Raenae Overmyer

Linda Wentzel

Sandy Sawyer

Next Regular Board Meeting:

Monday, October 10, 2016 at **6:00 p.m.** in the Indiana Room: Rochester, IN

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

September 12, 2016

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:01 p.m. Present at the meeting were Board Members Linda Wentzel, Raenae Overmyer, Sandy Sawyer, Keith McGrew, Bob Uhrich, and Glenda Sayger. Absent: Linda Erp. FCPL staff members present were Interim Director Andrea Stineback, Business Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. 7 members of the public also attended.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

Payroll claims in the amount of \$41,527.09 and monthly claims in the amount of \$52,098.04 were presented for the Board's review and approval. The Board wants to note in the minutes that they have noticed savings on electricity. They asked Dawn if she remembered the exact savings. She said she did not have the information handy, but that there has been a consistently lower bill payment for each branch. Sawyer moved to approve the financials. Uhrich seconded. Motion carried.

OLD BUSINESS

Parking Lot Update

Andrea contacted Jason Siders to set up a date to do the parking lots. He said the weekend of September 24th and 25th. He hopes to have the Fulton branch completed on the 24th but if he doesn't he will finish on the 25th and then do Rochester's also on the 25th. Since the Aubbee branch has stone he will set up a time to do that in October.

Arboretum

The Rochester branch has had issues with kids ramping their bikes, skateboards, etc. off the building and the hills in the Arboretum. The police have been contacted multiple times. A sign is being looked into that says "No skateboarding, bicycle riding, roller blading, and scooter riding." The Board asked what good will a sign do. The answer was at least it is posted so the kids will know they are not supposed to be doing this. The kids have been seen hanging around the library at 9 and even 10 o'clock at night.

Resolution for Signature Stamp

The Board asked what the advantages are to having a signature stamp. The answer was in case Sayger, the Board Treasurer, is not able to come in to sign checks then the stamp can be used. It was said that there has to be policies in place and the stamp has to stay locked up. The person using the stamp would also have to be bonded. The State Board of Accounts does frown upon using a stamp. Sayger did say she has had no problem getting to the library to sign checks and does not see a need for a stamp at this time. McGrew said the Board will pass on the stamp.

Fulton Sign

Roger Rouch gave a presentation for a sign. He presented a quote from Stewart Signs to the board. The Kewanna-Union Township Public Library used this company for their sign and recommend them. NASA has even used Stewart Signs. The sign could be a 5 X 8 which is a foot longer and 10 inches wider than the current sign. They offer lifetime tech support. There are 4

LEDs instead of 2 or 3 that other companies have. The same pole can be used to attach the new sign. They would have to hardwire it and that could mean cutting the sidewalk. The Board asked about the committee that was donating money for a new sign. It was said that the committee lost touch and they went away from that funding. McGrew said a sign is still being considered but that it needs to wait until the end of year because there are other items that need sorted out.

NEW BUSINESS

Update Emergency Closing Policy

The Department Heads discussed how to make the emergency closing policy easier to understand because staff was confused last winter. To make it easy, the staff would like the portion about "... the library will be closed until 1pm. A determination will be made by the Director or his/her designee and the Board President by noon as to the library's ability to open at 1pm" to be taken out. If the school is closed then the library is closed for the whole day. Sayger motion to accept the updated emergency closing policy. Wentzel seconded. Motion Carried.

Staff Start Inventory

Last inventory was done during library hours. Patrons got upset because staff was doing inventory while they were trying to look for items. This was specifically a problem with the DVDs and CDs. Inventory will be done throughout the month of October, but the staff would like to start inventory after hours on Saturday, October 1st and Sunday, October 2nd to hopefully get the DVDs and CDs done so they will not be in the way of the patrons. The staff gets paid by their regular hourly wage, and lunch is being looked into and will hopefully be paid by the Friends. Sawyer moved to approve allowing staff to start inventory on October 1st and October 2nd. Urich seconded. Motion carried.

Andrea Enter Data in TimeTrax

The staff member who usually takes care of adding time into TimeTrax will be taking leave soon and Andrea would like permission to take over this responsibility while the staff member is gone. Sayger motioned to approve allowing Andrea to enter data into TimeTrax. Overmyer seconded. Motion Carried.

Crazy 8's Math Program

Natalie, Children's Department Assistant, gave a presentation on a program called Crazy 8's Math. She would like to have this as an afterschool program on Mondays. There will be games and activities for the children. Natalie applied and was approved for the program. The Bedtime Math Company sent her tape measures and a lot of other math tools to use for this program. There will be 2 sessions, one from 3-4 pm for Kindergarten through 2nd grade and one from 4-5pm for 3rd-5th grade. The Board said try it. It's an 8-week program.

Krystal's Compensation

Krystal has been mentoring Andrea for at least 25 hours. The Board discussed and decided to pay her \$25/hour for her time. They recommend paying her by stipend. Sawyer moved to approve paying Krystal \$25/hr. Sayger seconded. Motion Carried.

Server Replacement Project

April, Systems Administrator, told the board that the servers have not been replaced since 2011. She presented a quote from Chester, Inc. for 2 new servers. The cost will be \$17,443. She stressed that this needs to be done soon. The current servers are almost full. The new ones will have more space. The Board asked if there was money in the budget for this project and what funds would it come out of. Dawn said the cost of the servers would come out of Furniture and Equipment. A systems engineer named Pete would come to help install the new servers and the

cost to pay him would come out of Other Professional Services. Dawn said there should be enough in the funds but if not, funds can be transferred out of the 100s. Uhrich moved to approve the quote from Chester, and purchasing the new servers. Wentzel seconded. Motion Carried.

Staff Flu Shots

Dawn mentioned that the library's health insurance does cover flu shots. The health department does do flu shots at the community resource center. Sawyer moved to approve the library paying for staff flu shots. Sayger seconded. Motion carried.

Family Outing at Tippecanoe River Run

Nancy, Children's Department Assistant, has been collaborating with Tippecanoe River Run. She would like to have a family outing at the Tippecanoe Campground on October 15th from 5-7pm. There will be hot dogs, water, and possibly s'mores. They will tell scary stories. It is for elementary-age children and parents. Entertainment will be provided by books and games. It is off-site, so insurance is an issue. The Board said to get a copy of the campground insurance. Nancy would like to talk to the Friends of the Library to see if they will donate money to get the food. Sayger moved to approve this outing at Tippecanoe. 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.

OTHER BUSINESS

The Board asked about the Spell Bowl. Andrea said there will be something in October concerning riddles. Literacy Director, Tim Roe, will discuss this more at the October Board Meeting.

The Board also asked about missing and lost DVDs. Andrea said we will know more after doing inventory.

League of Women Voters

Maria Kelsay came to ask the board if the League of Women Voters can set up a table to sign up voters. She would like to have it 1 day at each branch. Uhrich moved to approve having the League of Women Voters set up a table to sign up voters. Sawyer seconded. Motion carried.

AJOURNMENT

McGrew adjourned the meeting at 7:12 p.m.

Respectfully Submitted,
Dustee Kelly, Administrative Assistant

Linda Erp

Glenda Sayger

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