

**FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES  
MEETING  
December 11, 2017**

**CALL TO ORDER**

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 5:00 p.m. Present at the meeting were Board Members Linda Erp, Rachel Arndt, Linda Wentzel, Keith McGrew, Glenda Sayger, and Emily Schouten. Absent: Raenae Overmyer. FCPL staff members present were Director Andrea Stineback, Business Manager Dawn Grubbs, and Administrative Assistant Dustee Kelly. Kendra Chudzynski from Smith, Sawyer and Smith Insurance attended as well.

**APPROVAL OF MINUTES**

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

**APPROVAL OF FINANCES**

Payroll claims in the amount of \$41,160.31 and monthly claims in the amount of \$144,071.25 were presented for the Board's review and approval. A Board Member asked if it was normal to spend so much money on books this time of year. The answer was the library is under budget in the book fund, so there was extra money to use. Wentzel motioned to approve the financials. Erp seconded. Motion carried.

**OLD BUSINESS**

**NEW BUSINESS**

**Adopt Long Range Plan 2017-2020**

Andrea worked long and hard to get this plan written so it could be submitted to the State before the end of the year. The Board received copies of it. The Board asked some questions to clarify a few terms. They asked Andrea how the library would track the objectives. Andrea said this plan would be reviewed at least once a year to make sure the library is meeting the objectives, and if not, see if something needs changed. Arndt moved to approve the long range plan for 2017-2020. Schouten seconded. Motion carried.

**Staff Insurance Plan 2018**

Kendra from Smith, Sawyer, and Smith Insurance presented the Board with handouts that compared the current library insurance plan with several other options the Board could consider. Staying with the same plan would raise the out of pocket max by \$1,000, and would raise the cost of prescriptions. The monthly premium would increase by \$621.87. She went through the other options as well. It was mentioned that the staff who have the insurance are not even meeting the current \$500 deductible. There are currently 12 fulltime staff who have the insurance. Dawn received replies back from four staff members saying they would like to keep the current insurance plan. The Board inquired if the 2018 budget could handle this increase. Andrea said there is \$115,000 in the budget for insurance, and the plan for the year would cost around \$98,000, so it is covered. The Library already has voluntary vision available. There is also a voluntary dental option available as well. Arndt moved to stay with the same insurance plan and voluntary vision plan, with dental added as an option. Wentzel seconded. Motion carried.

### **Request for year-end salary adjustment for all staff**

Dawn gave the Board a spreadsheet of different possible year end salary adjustments. The Board asked if there was enough money in the budget for the adjustment. Dawn told the Board that there is still quite a bit of money left and it will cover the adjustments. Wentzel moved to approve a 3% salary adjustment for all staff. Sayger seconded. Motion carried.

### **Wage adjustments for 2018**

Dawn gave the Board a spreadsheet that showed the cost of a 3% wage adjustment or a 0.25 cent wage adjustment for 2018. The Board will be working on an updated salary schedule in 2018. The Board asked if the budget could handle the \$0.25 raise. The answer is yes. Erp motioned to approve a \$0.25 raise for all hourly staff. Schouten seconded. Motion carried.

### **Permission to purchase computers**

The Board was given two quotes from Chester INC. One quote was for 31 monitors that will cost \$3,456.00, and the other was for 25 computers that will cost \$12,668.75. The last time staff computers were replaced was in 2012. It is in the budget. Sayger motioned to approve purchasing the new computers. Arndt seconded. Motion carried.

### **Elect officers for 2018**

Sayger would like to step down from Treasurer. She recommended Wentzel, and after some consideration, Wentzel accepted the nomination for Treasurer. Glenda will stay on as second signer. McGrew would like to stay on as President. Overmyer will stay on as Secretary. Erp said she would take over the Vice President position. Arndt moved to approve McGrew as President, Erp as VP, Wentzel as Treasurer, and Overmyer as Secretary. Sayger seconded. Motion carried.

### **Add Director as bank signer for both bank accounts**

Dawn mentioned that the Library needs a secondary signer. There is confusion if the Director can be a signer or not. Andrea mentioned that she would prefer not to be. Sayger said she will be the second signer for both bank accounts. Erp moved to approve having Wentzel and Sayger as signers for Lake City Bank and 1<sup>st</sup> Federal bank accounts. Arndt seconded. Motion carried.

### **Resolution for internal transfer**

The board was presented with a resolution for several internal transfers. Sayger moved to approve making these internal transfers. Wentzel seconded. Motion carried.

### **Permission to void and stop payment on check**

The September payment for Rochester Telephone Company was lost in the mail. Dawn waited a few months, in case it showed up. She called to confirm, and RTC said they still had not received the check. She needs the Board's permission to void and stop payment on the check, and write a new one. Schouten moved to approve voiding and stopping payment on the check. Erp seconded. Motion carried.

### **OTHER BUSINESS**

Hoopla is an online service for patrons to borrow movies, music, audiobooks, etc. The library pays per use. The patron use steadily increased and currently there is not enough money in the Hoopla account to get through December 2017. The Board was asked if \$3,100 could be added to the Hoopla account. Arndt moved to approve adding \$3,100 to the Hoopla account. Wentzel seconded. Motion carried.

The board was asked to reimburse Margaret Pendley for her college class. The tuition reimbursement policy currently states that staff receive \$500 for each class passed with a B or better. The reimbursement will come out of 2017's budget, but it will not be paid out until 2018.

Sayger moved to approve reimbursing Margaret with the funds from 2017. Erp 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.

**AJOURNMENT**

McGrew adjourned the meeting at 6:25pm.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

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Keith McGrew

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Linda Wentzel

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Glenda Sayger

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Raenae Overmyer

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Linda Erp

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Rachel Arndt

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Emily Schouten

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**Next Regular Board Meeting:**

Monday, January 8, 2018 at **5:00 p.m.** in the Indiana Room: Rochester, IN