

**FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES
MEETING**

November 13, 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 Raenae Overmyer, Rachel Arndt, Linda Wentzel, Keith McGrew, Glenda Sayger, and Emily Schouten. Absent: Linda Erp. FCPL staff members present were Business Manager Dawn Grubbs, Fulton Branch Manager Margaret Pendley, and Administrative Assistant Dustee Kelly. Director Andrea Stineback was absent due to attending the ILF Conference.

APPROVAL OF MINUTES

The Board reviewed the October Public 2018 Budget Adoption Meeting's minutes. Wentzel moved to approve the minutes. Arndt seconded. Motion carried. The Board reviewed the October Board Meeting's minutes. Wentzel moved to approve the minutes. Arndt seconded. Motion carried.

APPROVAL OF FINANCES

Payroll claims in the amount of \$41,756.33 and monthly claims in the amount of \$58,300.85 were presented for the Board's review and approval. Sayger motioned to approve the financials. Schouten seconded. Motion carried.

OLD BUSINESS

NEW BUSINESS

Permission to cover cost of staff flu shots

Full-time staff is urged to use their insurance because the library's insurance pays for the flu shot. If the Board approves, staff who do not have insurance that covers the flu shot can go to the community center and the library will pay for the cost of the flu shot. Arndt moved to approve the library covering the cost of staff flu shots. Overmyer seconded. Motion carried.

Request for leave of absence for staff member

Schouten moved to approve the staff member's leave of absence. Sayger seconded. Motion carried.

Permission to change payroll date (Veteran's Day and Thanksgiving)

Dawn went ahead and changed the payroll date to Thursday, November 9th for Veteran's Day because some banks were closed on Friday, November 10th. The Thanksgiving checks will need to be dated for Wednesday, November 22 because some banks will be closed Thursday and Friday for the Thanksgiving holiday. Sayger moved to approve changing the payroll dates for Veteran's Day and Thanksgiving. Arndt seconded. Motion carried.

2 Year Contract with Mango Languages

Renewing the Mango Languages contract for two years will save the library around \$500. A Board Member asked if Greg Heller could go over the contract to make sure all is well. Arndt moved to approve the two year contract with Mango Languages upon Greg Heller's review and approval. Wentzel seconded. Motion carried.

OTHER BUSINESS

The Board asked how the carpet cleaning was going. Dawn informed them that the Fulton Branch is completed and the Fulton staff is very happy with the results. Red Steamer has been to Rochester twice. The Children's area was done and the Children's staff is very happy with it. The meeting rooms were done the first time Red Steamer was in Rochester, but there were complaints about stains remaining on the carpet. Dawn called Tim from Red Steamer. He came to the library and Dawn showed him the issue. He said these were trouble spots and some old stains are lifting back up. This is due to having these carpets scotch guarded before. He did go over the meeting rooms again the second time he came to clean. Red Steamer said he should have Rochester done in a total of 4 weeks. Aubbee Branch is to be done the weekend of November 18th.

The Board mentioned the new sign at Fulton looks great. They hope to be able to have board meetings at the branches since some Board Members do not get to see the other branches very often.

A Board Member asked if a new book of all current employees could be made for the members. The one they have is back from 2015.

DIRECTOR'S REPORT

Andrea was not at the meeting to go through 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 5:15pm.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

Next Regular Board Meeting:

Monday, December 11, 2017 at **5:00 p.m.** in the Indiana Room: Rochester, IN