

**FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES
MEETING
February 12, 2018**

CALL TO ORDER

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 5:05p.m. Present at the meeting were Board Members Linda Erp, Rachel Arndt, Linda Wentzel, Glenda Sayger, Raenae Overmyer, and Keith McGrew. Absent: Emily Schouten. FCPL staff members present were Director Andrea Stineback, Maintenance Head Jeff Winterrowd, AV Head Tami Holloway, Reference Assistant ChloeAnn Choate, and Administrative Assistant Dustee Kelly.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

Tabled until next month.

OLD BUSINESS

Appoint Financial Committee for 2018

The Board would like to start working on a pay schedule. They will have a study session on Monday, February 26th at 5:00 pm.

Appoint Capital Assets Committee for 2018

One of the things that was on the library's audit report was not having an inventory of capital assets. These included major items like desks, filing cabinets, etc. The Board recommended having the Department Heads work on this project.

Resolution for Internal Transfer

Tabled until March Board meeting. Erp moved to approve tabling this topic until March. Sayger seconded. Motion carried

Boilers

Jeff Winterrowd presented the Board with quotes from J&K HVAC Service. The first one is for cleaning out the system for \$3,145.00. The second is for replacing the heat pump for \$7,338.20. Previously, there were quotes from QPH and Jeff Brown. QPH believes it is the compressor that needs replaced. J&K HVAC believes it just might need cleaned out. Jeff Brown is reasonably priced, but he does not know the computer system. J&K HVAC Service will not charge for travel unless they are called away from a job. Jeff's recommendation is to try J&K HVAC Service. Their cost is reasonable and they know the computer system. The Library can revisit if we are not happy with their work. Jeff recommended the library start with the cleaning quote for \$3,145.00 to see if this fixes the issue. The Board can return to the second quote is necessary. Sayger moved to approve having J&K HVAC Service clean out the heat pump for \$3,145.00. Erp seconded. Motion carried.

Close Books for 2017

Tabled.

NEW BUSINESS

Business Manager Options

Jo McCollough, who does bookkeeping for the Argos and Bourbon Public Libraries, has been helping the Library keep up with bookkeeping. Andrea asked the Board if the library can keep her on as a

consultant and pay her fees until something more permanent is established. Arndt moved to approve having Jo McCollough stay on to help with bookkeeping. Wentzel seconded. Motion carried.

Set Date for November 2018 Board Meeting (Library is closed Monday, November 12 in observance of Veterans Day)

The Board discussed having the Board Meeting on Tuesday, November 13th or the following Monday after Veterans Day. Wentzel moved to approve having the meeting on November 13, 2018. Arndt seconded. Motion carried.

Resolution for Cancellation of Old Outstanding Checks

Tabled.

Permission to advertise Youth Services Librarian position

The Board said it is ultimately the Director's job to hire, so the Director does not need permission to post advertisements for positions. The Board would be glad to review applications and sit in on interviews.

Permission to dispose of items

The Board was presented with a list of items for disposal. There are 21 monitors, a tablet, and a projector on the list. Arndt moved to approve disposing these items. Erp seconded. Motion carried.

OTHER BUSINESS

Closing for Staff Member Funeral

Andrea asked that the library close for the funeral. Sayger moved to approve closing the library during the funeral. 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 6:00pm.

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, March 12, 2018 at 5:00 p.m. in the Indiana Room: Rochester, IN