

**FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES  
MEETING  
April 9, 2018**

**CALL TO ORDER**

FCPL Board President Keith McGrew called today's regular Board Meeting to order at 6:05p.m. Present at the meeting were Board Members Linda Erp, Rachel Arndt, Glenda Sayger, Emily Schouten, and Keith McGrew. Absent: Linda Wentzel and Raenae Overmyer. FCPL staff members present were Director Andrea Stineback, and Administrative Assistant Dustee Kelly.

**APPROVAL OF MINUTES**

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

**APPROVAL OF FINANCES**

Arndt moved to table the finances until next month. Schouten seconded. Motion carried.

**OLD BUSINESS**

**NEW BUSINESS**

**Sroufe Landscape 2018 contract**

The Board was presented with the quote from Sroufe Landscape Nurseries. The outside maintenance quote for 2018 is \$8,278.40. A quote of \$2,732.00 for additional projects was also presented. Arndt moved to approve both quotes. Sayger seconded. Motion carried.

**Permission to dispose of items**

The Board was presented with a list of items up for disposal. The list consists of a CD Scratch Remover, a chair, and a bookcase. Included also are 2 boxes of miscellaneous parts and pieces. Schouten moved to approve disposing these items. Erp seconded. Motion carried.

**Update Trustee Bylaws**

Andrea looked at the Trustee Bylaws template from the State Library and found the Library's Bylaws did not include everything that is required. Nepotism is an item that is in the Library's policy, but should be included in the Bylaws. There is a choice for Section V. Nepotism. Sayger moved to approve the Bylaws with the second choice for Nepotism. Arndt seconded. Motion carried.

**Travel Expense Policy**

Andrea researched other libraries travel policies and found that many only pay mileage for long distance trips. Some examples were libraries paying mileage for trips that were at least 20 miles away from the library or out of the county. They do not pay for local travel or travel to branch libraries. Andrea feels some staff are abusing this privilege the library offers. Staff members are making multiple trips a day or week and taking the mileage. She presented a policy that would reimburse Director-approved mileage outside the Library system and would exclude local travel, such as to a store or bank, from reimbursement. She hopes this will make staff members consolidate trips. The Board would like to see a travel expense report to see how much money is being used for mileage. Arndt moved to approve tabling this item until next Board Meeting. Sayger seconded. Motion carried.

**OTHER BUSINESS**

**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 7:00pm.

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, May 14, 2018 at **6:00 p.m.** at the **Aubbee Branch** in Leiters Ford, IN