

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
May 14, 2018

CALL TO ORDER

FCPL Board Vice President Linda Erp called today's regular Board Meeting to order at 6:03p.m. Present at the meeting were Board Members Linda Erp, Emily Schouten, Linda Wentzel and Raenae Overmyer Absent: Glenda Sayger, Keith McGrew, and Rachel Arndt. FCPL staff members present were Director Andrea Stineback, Administrative Assistant Dustee Kelly, and Aubbee Branch Manager Carol Chileen.

APPROVAL OF MINUTES

The Board reviewed the April Board Meeting's minutes. Schouten moved to approve the minutes. Overmyer seconded. Motion carried. The Board reviewed the April 16th work session minutes. Overmyer moved to approve the minutes. Wentzel seconded. Motion carried.

APPROVAL OF FINANCES

The January finances were presented to the Board for review. Wentzel moved to approve the January finances. Schouten seconded. Motion carried. The February finances were presented to the Board for review. Schouten moved to approve the February finances. Wentzel seconded. Motion carried. The March finances were presented to the Board for review. Schouten moved to approve the March finances. Overmyer seconded. Motion carried. The April finances were presented to the Board for review. Wentzel moved to approve the April finances. Schouten seconded. Motion carried.

OLD BUSINESS

Travel Expense Policy

Andrea presented the Board with the totals of how much is being spent on travel. The handouts show the total for 2017 and the breakdown of 2018 through April. The Board asked Andrea to talk to employees and explain they need to ask permission from the Director before going on errands. Hopefully this will consolidate the trips. The Board asked if 44 cents was still the correct amount. Someone thought it went up to 55 cents. Andrea will check into this. This item is tabled.

NEW BUSINESS

New Hire and Volunteer Background Check Policy

Andrea presented the Board with two companies' proposals. One company is Safe Hiring Solutions, the other is Background Bureau. Andrea prefers Safe Hiring Solutions. She said customer service was good and the representative was really helpful. Wentzel moved to approve having Safe Hiring Solutions do background checks on new hires. Schouten seconded. Motion carried. Wentzel moved to approve having two separate background checks, one for volunteers for \$18.95 and one for permanent employees for \$22.95. Schouten seconded. Motion carried. Andrea asked the Board if the library should pay the cost of the background checks or the potential employee. Schouten moved to approve having the library pay the cost of background checks. Wentzel seconded. Motion carried. Andrea provided the Board with three options for a policy. Andrea liked the third option. Schouten moved to approve option 3 for wording of the policy with one correction made to the language. Wentzel seconded. Motion carried.

Permission to dispose of items

The Board was presented with a list of items up for disposal. Twenty-two chairs and a kiddie pool all from Aubbee were on the list. Wentzel moved to approve disposing these items. Schouten seconded. Motion carried.

Transiting DVDs and CDs

Andrea asked the Board if the FCPL can start transiting DVDs and CDs. The items transiting will have to be a year old, so the FCPL patrons have time to access the new movies and music. Overmyer moved to approve transiting DVDs and to join the pilot for CDs. Schouten seconded. Motion carried.

Estimate to Fix Cooling Tower Leak

Only 1 quote has been received. Another company was contacted but they did not get the quote to us by the time of the meeting. This is tabled until more quotes can be obtained.

Permission to Close Wednesday, August 22 for Staff Training Day

Wentzel moved to approve closing Wednesday, August 22 for Staff Training Day. Schouten seconded. Motion carried.

Permission to Close Monday, September 24 for Inventory

Schouten moved to approve closing Monday, September 24 for Inventory. Wentzel 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

Erp adjourned the meeting at 7:31pm.

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, June 11, 2018 at **6:00 p.m.** at the **Fulton Branch** in Fulton, IN