

FULTON COUNTY PUBLIC LIBRARY/EXECUTIVE SESSION

February 11, 2019

CALL TO ORDER

FCPL Board President Keith McGrew called today's Executive Session to order at 4:57 p.m. Present at the meeting were Trustees Linda Wentzel, Glenda Sayger, Keith McGrew, and Linda Erp. Absent: Rachel Arndt, Emily Schouten, and Raenae Overmyer. FCPL staff member present was Administrative Assistant Dustee Kelly.

BUSINESS

Discuss job performance evaluation of Individual employees

The Board looked at the 12 categories listed on the evaluation form and discussed why the individual was given a certain rating in each category. The next evaluation will occur in August 2019.

Adjournment

McGrew adjourned the meeting at 5:25 p.m.

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 11, 2019 at **5:00 p.m.** in the Indiana Room: Rochester, IN

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
February 11, 2019

CALL TO ORDER

FCPL Board President Keith McGrew called today's meeting to order at 5:30 p.m. Present at the meeting were Trustees Linda Wentzel, Glenda Sayger, Keith McGrew, and Linda Erp. Absent: Rachel Arndt, Emily Schouten, and Raenae Overmyer. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, and Administrative Assistant Dustee Kelly. Attorney Mackenzie J. Breitenstein was present as well.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

The finances were presented to the Board for review. A Trustee had a question about the cooling towers. This was done last year and the bill was just paid in 2019. Because Jo is still learning the new accounting system, she has not yet been able to create a claim sheet for the Board to sign. Sayger moved to approve the January finances, Erp seconded. Motion carried. The Board approved the finances and will sign later.

OLD BUSINESS

NEW BUSINESS

Emergency Closing Policy

Andrea included this topic so the Board could address any concerns patrons might have. The staff have heard some complaints about the library being closed when the schools close. The Board said the policy stays in place as it is easy to follow and it helps keep patrons and staff safe during severe weather.

Update on Locks and Cameras

This is in the works. Jeff has been trying to get in contact with Bob's Lock and Key with no response from the company. He has tried other companies but they say they are not able to do the work. Zak and Jeff are researching camera systems.

Policy Manual Revision

Andrea and attorney Mackenzie Breitenstein will start this project on March 1st.

Dispose of the Half-Circle Desk

This desk takes up too much space and is no longer needed. The staff has been trying to think of way to utilize it, but there has been no solution found. Wentzel moved to dispose or donate the half circle desk. Sayger seconded. Motion carried.

Investment, Gift, and Memorial Materials Policy

There is a horseshoe shaped table in Children's that has an In Memory plaque on it. Children's cannot find a use for it because the shape makes it cumbersome to use. It was donated in 2007. The Board recommended contacting the family to see what they would like done with the table.

Add Funds to Hoopla

The Hoopla fund is getting low. There is approximately \$700 left in the account. Hoopla is pay-per-use, so the library deposits a lump sum and each month's uses are taken out of these funds. This was last paid in Nov/Dec 2017. \$3500 was put in the fund. This money is taken out of the databases fund. Sayger moved to approve adding \$3500 into the hoopla fund. 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

McGrew adjourned the meeting at 5:45 pm.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

Keith McGrew

Linda Wentzel

Glenda Sayger

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