

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

April 8, 2019

CALL TO ORDER

FCPL Board President Keith McGrew called today's meeting to order at 6:00 p.m. Present at the meeting were Trustees Rachel Arndt, Linda Wentzel, Glenda Sayger, Raenae Overmyer, Linda Erp, Emily Schouten and Keith McGrew. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Fulton Branch Manager Margaret Pendley, and Administrative Assistant Dustee Kelly. Attorney Mackenzie J. Breitenstein was present as well. 1 patron attended as well.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

The finances were presented to the Board for review. Wentzel moved to approve the financials. Schouten seconded. Motion carried.

OLD BUSINESS

Restroom Partitions

Jeff checked into a license and was told he didn't need one to install since he will just be replacing. The old ones have graffiti all over them. Andrea and Jeff recommended the powder coated from Lowe's for \$2,998.00. This includes shipping. Jeff with the help from Zak and Tim should be able to install them. Arndt moved to approve the \$2,998.00 powder coated partitions from Lowe's. Schouten seconded. Motion carried.

NEW BUSINESS

Closing Thursday, October 10th for Staff Training Day

Sayger moved to approve closing the Library on Thursday, October 10th for the Staff Training Day. Erp seconded. Motion carried.

Sroufe Landscaping Quote

A quote from Sroufe Landscaping was presented to the Board. The 1st side had the general quote for 2019 which is \$8,526.88. The second side had a quote for additional work which is \$2,675.00. The board asked Jo if this was in the budget. She said there was and it comes out of the Professional Services category which has \$36,000 left of the \$41,000 budgeted. A patron asked if the quote indicated how many mows was listed on the quote. The answer was yes and 21 mows was listed. In past years the library did seek other bids besides Sroufe but they were all out of county. It was mentioned that Sroufe does more than just the items listed on the quote. Schouten moved to approve the 2019 Sroufe Landscaping quote. Overmyer seconded. Motion carried.

Harwood Exercise

Included in the Board packet was a Harwood exercise for the Board to fill out and return to Andrea or one of the branches when finished.

Designate Second- In- Command

Andrea would like Jo McCollough to be in charge while Andrea is out of the country. Andrea would also like to give Jo a \$1 or \$2 more an hour for taking on more responsibilities. The board worried about the wording of this so other employees won't think they could get paid more when asked to do more work. The board recommended using the term Interim Director and specify date range. Sayger moved to approve having Jo McCollough as Interim Director and pay her a \$1 extra an hour from April 22- May 10 while Andrea is out of the country. Schouten seconded. Motion carried.

Disposal List

A disposal list from Zak and April was presented to the board. The list consists of computers, monitors, surge protector and a projector. Erp moved to approve disposing these items. Schouten seconded. Motion carried.

OTHER BUSINESS**Security**

The board asked about the locks. Andrea told them that Bob's Lock and Key has still not contacted us back. The Wabash Company was supposed to get us quotes but we have not heard back from them either.

The board asked about the security cameras. Andrea said Zak has them picked out. They just need ordered.

Trustees Webinar

Andrea included information in the board packet about a Trustees Webinar on May 1st at 10am for those available to attend.

Fine Free

A lot of libraries are going fine free. Jo believes the fines we take in only make up 2% of the libraries budget if that. The board would like to see reports before making a decision.

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 6:47 pm.

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, May 13, 2019 at **6:00 p.m.** in the Indiana Room: Rochester, IN