

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
February 10, 2020

CALL TO ORDER

FCPL Board President Keith McGrew called today's meeting to order at 5:04 p.m. Present at the meeting were Trustees Keith McGrew, Rachel Arndt, Linda Wentzel, Raenae Overmyer, and Glenda Sayger. Absent: Emily Schouten and Linda Erp. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Maintenance Jeff Winterrowd, Literacy Tim Roe, and Cataloging Deb Whistler. Library Attorney MacKenzie Breitenstein attended also.

APPROVAL OF MINUTES

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

APPROVAL OF FINANCES

The finances were presented to the Board for review. The Board recommended that the Aubbee Branch trash pickup be changed from Republic Services to Mike's Trash, LLC. Arndt moved to approve the financials. Wentzel seconded. Motion carried.

NEW BUSINESS

Maintenance Update

Jeff Winterrowd explained where the Maintenance Department is with several projects. Door repairs and upgrades are waiting on estimates to compare with our present estimate from Bob's Lock and Key. Zak Schoff is researching if we can tie the new security cameras into existing lines. We are waiting for two more estimates on the Teen Room remodel. The new restroom partitions will be installed as soon as Jeff resolves some problems with the heating. When questioned about the new sign at Aubbee, Jeff stated that the Branch was not sure where to put it yet. The Fulton Branch is due for a check and will have an overhead fan and light installed in the kitchenette area.

Resolution for Cancellation of Old Outstanding Checks

Check number 52165 dated 8/2/2017 in the amount of \$10.57 for Library Supplies and Deposit Number 253586 dated 12/31/17 in the amount of \$31.95 for the Staff Expenditures Fund were presented for cancellation. The Board questioned the missing deposit, which Jo explained occurred right before Dawn Grubbs' accident. A careful search of the Business Office had been done without success of finding the deposit. Since the deposit was for the employee fund and not an operating fund, Sayger moved to approve the cancellation of both check and deposit. Wentzel seconded. Motion carried.

Staff Training Opportunity

Andrea brought up an online course based on the book *The Librarian's Guide to Homelessness* by Ryan Dowd. She took a free trial course and felt like it would be beneficial to the staff in dealing with patrons burdened with homelessness, mental illness, and poverty. The training will cost \$649 for 50 or fewer employees. The Board recommended making the training mandatory.

Long Range plan Update

Andrea updated the Board on the Long Range Plan stating that the update to the disciplinary procedures will be discussed at the upcoming Department Heads meeting on February 12. Andrea is working on increasing collaboration with the schools—a high school teacher contacted Andrea about bringing classes in to the library to use Ancestry. Andrea has also talked to Jennie about increasing outreaches to the schools. We are working on updating the Wi-Fi access points.

Virtual Reality

Tim Roe brought in our Virtual Reality equipment purchased with an LSTA grant. We have several games and will be purchasing more with the remaining funds from the grant. The library has offered VR sessions to the public, which are very well attended. Tim also explained how VR is becoming the way to train people, such as doctors and surgeons. Trustees had the opportunity to try out the equipment immediately following the meeting.

OTHER BUSINESS

Policy and Procedure Manuals

Andrea and MacKenzie Breitenstein have been working on updating the Policy and Procedure Manuals. While there are areas in the manuals that beg a complete rewriting, they hope to be done soon.

DIRECTOR’S REPORT

Andrea went over her report, stating that our Fine Free status will begin in April.

STAFF REPORTS

The Department Heads write up monthly reports to explain what each Department has done during the previous month.

ADJOURNMENT

McGrew adjourned the meeting at 5:37 pm. Raenae Overmyer, Linda Wentzel, and Keith McGrew took the opportunity to try out the VR equipment.

Respectfully Submitted, Jo McCollough, Business Manager

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

Next Regular Board Meeting:

Monday, March 9, 2020 at **5:00 p.m.** in the Indiana Room: Rochester, IN