

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
May 10, 2021

CALL TO ORDER

FCPL Board Treasurer Linda Wentzel called today's meeting to order at 6:02 p.m. The meeting was held online and in Meeting Room A for those who wanted to attend in person. Present at the meeting were Trustees Linda Wentzel, Raenae Overmyer, Emily Schouten, Glenda Sayger, Rachel Arndt, and Linda Erp. Absent: Keith McGrew. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Carol Chileen, Margaret Pendley, Beth Miller, Amanda Gilbert, Tim Roe, Morgan Herrold, Jennie Calvert, and Administrative Assistant Dustee Kelly. Library Attorney MacKenzie Breitenstein attended as well. Several patrons attended.

MEETING PROCEDURE

MacKenzie went over the correct procedure of a Board Meeting.

APPROVAL OF MINUTES

The April Board Meeting minutes were read, and after an error was noted and corrected, were approved after a motion by Rachel Arndt. Seconded by Glenda Sayger. The minutes will be signed at our next physical meeting.

APPROVAL OF FINANCES

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

OLD BUSINESS

Advanced Imaging Solutions Proposal

The current maintenance contract for the copiers will end June 14, 2021. Advanced Imaging agreed to start after the contract ends with current company and the prices from the quote presented in April are still applicable. Glenda Sayger moved to approve the quote from Advanced Imaging Solutions, Rachel Arndt seconded. Motion carried.

NEW BUSINESS

Disposal List

A list with telephones and old fabric chairs was presented to the Board. Emily Schouten moved to approve disposing the items on the list. Rachel Arndt seconded. Motion carried.

COVID-19 Update

Andrea provided a document to the Board covering the changes starting June 1st.

Meeting Room Policy Update

The meeting rooms will be open for rent beginning June 1, 2021. Andrea worked on updating the policy. One change include no longer renting the rooms for social gatherings, including weddings, baby showers, birthday parties, etc. Organizations and groups such as book clubs will still have access as long as they sign the agreement form.

Job Descriptions Update 1

The Library Director, Business Manager, Administrative Assistant, and Literacy Director job descriptions are the four Andrea worked on updating and presented to the Board for this meeting.

The others will be presented in upcoming meetings. Emily Schouten moved to approve the updated Library Director, Business Manager, Administrative Assistant, and Literacy Director job descriptions. Rachel Arndt seconded. Motion carried.

Electronic Meetings after Health Emergency

After the Governor no longer extends the COVID-19 health emergency, the library will have to have a policy in order to allow Trustees to attend Board Meeting electronically. Half of the Board will have to be physically present at the meeting in order to have an electronic meeting. MacKenzie is going to work on writing a policy.

OTHER BUSINESS

Next Board Meeting

Scheduling conflicts for Monday, June 14, 2021. Emily Schouten moved to approve moving the meeting to Tuesday, June 15, 2021 at 6:00 PM. Glenda Sayger seconded. Motion carried.

PUBLIC FORUM (< 10 MINUTES)

The public was given 10 minutes to voice any questions or concerns.

ADJOURNMENT

Linda Wentzel adjourned the meeting at 7:08 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:

Tuesday, June 15, 2021 at 6:00 p.m. via Zoom or in Meeting Room A.