

# FULTON COUNTY PUBLIC LIBRARY/EXECUTIVE SESSION

July 23, 2021

## CALL TO ORDER

FCPL Board President Keith McGrew called today's meeting to order at 5:00 p.m. Present at the meeting were Trustees Linda Wentzel, Rachel Arndt, and Linda Erp. Absent: Raenae Overmyer, Glenda Sayger, and Emily Schouten. FCPL staff member present were Director Andrea Stineback and Business Manager Jo McCollough. Library Attorney MacKenzie Breitenstein was also present.

## BUSINESS

In accordance with IC 5-14-1.5-6.1(b)(6) and IC 5-14-1.5-6.1 (b) (9), the Fulton County Public Library held an Executive Session to receive information concerning an individual's alleged misconduct; to discuss, before a determination, the individual's status as an employee; and to discuss a job performance evaluation of individual employees.

No subject matter was discussed in the Executive Session other than the subject matter specified in the public notice.

## Adjournment

McGrew adjourned the meeting at 6:00 p.m.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

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Keith McGrew

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Linda Wentzel

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Glenda Sayger

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Raenae Overmyer

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Linda Erp

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Rachel Arndt

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Emily Schouten

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## Next Regular Board Meeting:

Monday, July 12, 2021 at **6:00 p.m.** via Zoom or in Meeting Room A.

# FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING

June 23, 2021

## **CALL TO ORDER**

FCPL Board President Keith McGrew called today's meeting to order at 6:12 p.m. The meeting was held online and in Meeting Room B for those who wanted to attend in person. Present at the meeting were Trustees Linda Wentzel, Rachel Arndt, Keith McGrew, and Linda Erp. Absent: Emily Schouten, Glenda Sayger, and Raenae Overmyer. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Carol Chileen, Margaret Pendley, Jeff Winterrowd, Jennie Calvert, Quenton Oakes, Janet Johnson, Cathy Siders, Deb Marburger, Tim Roe, Brittany Skaley, Rose Krull, Kiya Ream, April Gross, Amanda Gilbert, and Administrative Assistant Dustee Kelly. One patron attended. Library Attorney MacKenzie Breitenstein was also present.

## **APPROVAL OF MINUTES**

The May Board Meeting minutes were read and approved after a motion by Rachel Arndt. Seconded by Linda Wentzel. 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. Linda Erp seconded. Motion carried.

## **OLD BUSINESS**

## **NEW BUSINESS**

### **Heat Pump Replacement**

Two quotes were received. One was from Benchmark; the library has used this company for other repairs. Their quote was \$11,590. The other was from Colliers, who the library has never used before. The company had a much lower quote of \$6,379. Jeff recommended going with Colliers since the price is much lower. Rachel Arndt moved to approve the Colliers quote of \$6,379 to replace the heat pump. Linda Wentzel seconded. Motion carried.

### **COVID-19 Update/Hours of Operation**

The only topic that has not yet been discussed is the hours of the library. Andrea surveyed surrounding area libraries to find out their hours. Most that used to be open until 8:00 pm, like the Rochester Branch was pre-COVID, have gone to closing at 7:00 pm because there has been a decrease in foot traffic. The library does patron counts four times a year. There was one the week of June 14 and it showed that more people visited the library from 5:00-6:00 pm on Monday and Wednesday than the other days of the week. Andrea suggested the library try staying open until 7:00 pm on Mondays and Wednesdays to see if there is enough foot traffic to warrant being open later. The library will close at 6:00 pm Tuesdays, Thursdays, and Fridays, and will close at 3:00pm on Saturdays.

### **Job Description Update**

Six updated job descriptions were presented to the Board. Linda Erp moved to approve the updated job descriptions. Rachel Arndt seconded. Motion carried.

### **Disposal List**

Two disposal lists were presented to the Board. Linda Erp moved to approve disposing the items on the list. Linda Wentzel seconded. Motion carried.

## OTHER BUSINESS

### Public Forum

The Board discussed the public forum. They decided in order to better handle patron questions and concerns, the patron will need to fill out a form. The form will go into the Board packets for the Board to review the question/comments before the meeting. The forms need to be submitted one week before the meeting. The form will also be available online if the patron would like to use that option instead of filling out a physical form. Improper topics that will not be up for discussion at a public Board Meeting include any matter which is confidential by state law, such as personnel issues, and matters that are not relevant to the Board. Linda Erp moved to approve the outline for a Public Forum policy. Linda Wentzel seconded. Motion carried. MacKenzie Breitenstein will draft a formal policy adhering to this outline.

### ADJOURNMENT

Keith McGrew adjourned the meeting at 6:41 pm.

Respectfully Submitted, Dustee Kelly, Administrative Assistant

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Keith McGrew

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Linda Wentzel

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Glenda Sayger

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Raenae Overmyer

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Linda Erp

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Rachel Arndt

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Emily Schouten

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### Next Regular Board Meeting:

Monday, July 12, 2021 at **6:00 p.m.** via Zoom or in Meeting Room A.