

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
November 8, 2021

CALL TO ORDER

FCPL Board Treasurer Linda Wentzel called today's Board Meeting to order at 5:04 p.m. Present at the meeting were Trustees Rachel Arndt, Linda Wentzel, Raenae Overmyer, and Emily Schouten. Absent: Glenda Sayger, Linda Erp, and Keith McGrew. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Jennie Calvert, Carol Chileen, Beth Miller, Janet Johnson, Margaret Pendley, Jeff Winterrowd, Cindy Border, and Administrative Assistant Dustee Kelly. Library Attorney MacKenzie Breitenstein was also present.

APPROVAL OF MINUTES

The Budget Adoption meeting minutes were read and approved after a motion by Rachel Arndt, seconded by Emily Schouten. Motion carried.

The October Board Meeting minutes were read and approved after a motion by Rachel Arndt, seconded by Emily Schouten. Motion carried.

APPROVAL OF FINANCES

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

OLD BUSINESS

HVAC

Jeff received quotes for the unit in the Systems Administrator's office. The quote from Gast Heating & Cooling is \$4,800. Gast is out of Akron, IN and Jeff has had experience with their work. The quote from Core is \$4,351. Rachel Arndt moved to approve the Gast quote of \$4,800. Emily Schouten seconded. Motion carried.

Quotes for an HVAC unit for one of the meeting rooms was also received. Colliers cost is \$8,475. Core is \$9,187 plus the Automated Logic cost for computer system set up. Rachel Arndt moved to approve the Colliers quote of \$8,475. Emily Schouten seconded. Motion carried.

NEW BUSINESS

Doors

Jeff explained the Pontiac side doors were damaged due to someone pulling on them too hard while locked. Jeff is looking into getting quotes. The doors are almost 40-years-old, so it is hard to get parts for them.

Trustee Bylaws Review

In the Trustee Bylaws, it is stated to review them annually. The Board would like the review changed to every three years. Emily Schouten moved to approve reviewing the trustee bylaws every 3 years. Rachel Arndt seconded. Motion carried

2022 Insurance

Kendra from Smith, Sawyer, and Smith presented to the Board the renewal health plan for 2022. The price increase is 10%. The budget is short in the health insurance category by \$16,000 but that cost can be taken from another line item in the budget. Emily Schouten moved to approve

the health insurance quote and to move money around to make up the \$16,000 needed to cover the cost. Rachel Arndt seconded. Motion carried.

Year- End Salary Adjustment

Jo presented the Board with a spreadsheet that shows the cost to the library for a 1%, 2%, or 3% year-end salary adjustment for employees. At the bottom, she noted how much is currently left in the budget. Rachel Arndt moved to approve a 3% year-end salary adjustment. Emily Schouten seconded. Motion carried.

Long Range Plan

The Board needs to find a date for their focus group session with ReThinking Libraries. It will be a virtual meeting via Zoom. It was decided Monday, December 6 at 5:00 seemed to fit Board Members' schedules.

DIRECTOR'S REPORT

Andrea highlighted several items from her October report.

OTHER BUSINESS

Resolution To Establish an American Rescue Plan Act (ARP) Grant Fund

Rachel Arndt moved to approve the resolution for the establishment of an ARP Grant Fund. Emily Schouten seconded. Motion carried.

ADJOURNMENT

Linda Wentzel adjourned the meeting at 5:43 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, December 13, 2021 at **5:00 p.m.** via Zoom or in Meeting Room B.