

Kendallville Public Library  
Board of Trustees  
Meeting Minutes  
June 14, 2016  
Meeting Rooms 1 & 2  
Kendallville Public Library

Board Present:

Kemuel Prince, President  
Jennifer Wells  
Ray Scott-Vice President  
Brandi Hicks  
Jo Drudge, Treasurer  
Don Ramsey

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Dennis Nartker-Kendallville News-Sun

Board Absent:

Linda Routsong, Secretary  
Evelyn Argueta, Teen on Board

- I. **Call to Order:** Kemuel Prince called the meeting to order at 6:00 P.M.
- II. **Public Forum:** No one from the public spoke at the public forum.
- III. **Consideration of Approval for the May 10, 2016 Minutes:** Don Ramsey made a motion to approve the May 10, 2016 board minutes. Jennifer Wells seconded the motion and the motion passed.
- IV. **Report of Librarian:**
  - A. **Monthly reports:** The monthly statistical report is available online.
  - B. **Employee report:** Katie Mullins explained the Wait and Read program offered at local companies. The staff discussed the topic driven process and had some hands on experience with materials on May 20<sup>th</sup> during the staff in-service. Adult Services Manager Mindy Patterson's last day will be July 25<sup>th</sup>. Mindy has accepted a new career opportunity with Allen County Public Library.
- V. **Finances & Facilities:**
  - A. **Financial Report:** The library received \$143,292.76 as a one-time special distribution per SEA 67. This money has been deposited into the Rainy Day account. Janice DeLong reported the library has received \$1,342.20 this month in donations. The Bond payment is in this month's bills making the total look very large. Reviewing the finance chart, the accounts are in good shape.
  - B. **Consideration of payment of bills:** Jo Drudge moved that bills in the amount of \$326,111.89 be paid. Don Ramsey seconded the motion and the motion passed.

**C. Building Updates:** John Kitchen has been contacted for a quote on placing rocks where the mulch is now. Kline's Construction has been contacted to caulk the front entrance area. TCS and T & T have been contacted for a quote on replacing Limberlost's air conditioning units. M&S, Eshelman's Excavating and John Kitchen have been asked to quote the drainage issue. Bob Ley has been contacted several times and was asked for his quote and starting date but did not provide them. Hamilton Electric has been up and is looking for a reason for the power issues that keep recurring.

**VI. New Business:**

**A. Resolution to Establish Internal Controls:** Katie Mullins explained the reason for the internal control resolution. Jennifer Wells made a motion to approve resolution 2016-4. Don Ramsey seconded the motion and the motion passed.

**B. Community Projects Video:** The board watched the community projects video and Katie Mullins explained the new change for the Summer Reading Program. So far the Adventure Walk has 134 votes, the bike-mobile has 159 and the life size games are winning with 209 votes. This summer's goal is 30,000 books to be read and we are over the 6,000 mark at this point.

**VII. Unfinished Business:**

**A. 2016 Strategic Plan:** Information was passed out to the board members on the 2016 strategic plan and Katie has requested feedback from the board.

**B. Miscellaneous:**

**VIII. Adjournment:** Don Ramsey made a motion to adjourn the board meeting at 6:49 P.M. Ray Scott seconded the motion and the motion passed.

Submitted by Ray Scott