

Kendallville Public Library
Board of Trustees
Meeting Minutes
July 8, 2014
Meeting Rooms 1 and 2
Kendallville Public Library

Board Present:
Kemuel Prince, President
Don Ramsey
Julia Nixon, Vice President
Linda Routsong, Secretary
Jo Drudge, Treasurer
Ray Scott
Jennifer Wells

Board Absent: none

Others Present:
Katie Mullins
Jenna Anderson
Haley Downer
Zach Benedict, MKM Architecture

- 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 of board minutes from June 10, 2014:** Ray Scott made a motion to approve the board minutes from June 10, 2014. Don Ramsey seconded the motion and the motion passed.
- IV. **Report of Librarian:**
 - A. **Monthly reports:** The monthly department reports are available online. The monthly statistical report was presented and is available upon request.
 - B. **Employee report:** Staff will be representing the library in both the Noble County Fair Parade on Sunday, July 13th and the Chautauqua Days Parade on Saturday, August 16th. Marie Kaufmann and Jerrod Leatherman have both joined the staff and are a welcomed addition. The library's centennial celebration is shaping up nicely, the committee has done a wonderful job organizing the event and finding support from the community. Invitations will be mailed out this week for the mini-golf event on Friday, September 19th and participants may register on our website. Lots of excitement from the community about the Dr. Who Scavenger Hunt on July 30th and our Flat Friends have been well received by our patrons.
 - C. **Miscellaneous:** Jo Drudge praised the LPL staff for how well they handled the bee situation last week. It was dangerous and she was happy with how quickly and cautiously it was resolved!
- V. **Finances:**
 - A. **Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$334,603.98 be paid. Jennifer Wells seconded the motion and the motion passed. Jo noted that the amount was higher than other months because of a \$243,000 bond payment.

- B. **Building updates:** Thank you Jerry Stienbarger for taking the bronze plaque in the Centennial Garden to be polished. Ron Kline is getting a quote for a fireproof cabinet to store gas can in the mechanical room. We are still waiting to hear from Randy Sexton about the property line to determine if the drainage hole in the front of the building is our property or the Park Department's. TCS will schedule a time to install the air conditioning units in the Children's Department.
- C. **Miscellaneous:** Katie Mullins presented a chart of the budget and how much in each category we have spent as of June 30, 2014. Kem Prince suggested that next month we present any discrepancies within the categories to avoid overspending. Linda Routsong suggested replacing some of the toys in the Children's Department as they are getting worn out.

VI. New Business:

- A. **Chautauqua Days August 16th:** Jo Drudge made a motion to close the Limberlost Library on Saturday, August 16th so that the staff may participate in the parade and sighting concerns that the building would simply be used for a public restroom. Ray Scott seconded the motion and the motion passed.
- B. **Public Bids:** Construction bids for the lower level completion project were open and are as follows: **C3 Construction Services, Fort Wayne:** Base bid of \$450,870 **MKS, Fort Wayne:** Base bid of \$417,400 **Hamilton Hunter Builders, Fort Wayne:** Base bid of \$420,523 **Milestone Construction of Syracuse:** Base bid of \$467,000 **Gibson Lewis, LLC of Mishawaka:** Base bid of \$453,100. Ray Scott made a motion to take these bids under consideration. Linda Routsong seconded the motion and the motion passed. An executive session and public meeting will be held at a later date.
- C. **PLAC Report:** Julia Nixon made a motion to approve the PLAC reports for the 1st and 2nd quarters of this year. Don Ramsey seconded the motion and the motion passed.
- D. **Miscellaneous:** There was no miscellaneous new business to discuss.

VII. Unfinished Business: Ray Scott spoke with Scott Derby about stop sign regulations. Ray suggested we should install the stop signs since we are an attraction to the public and we should provide a safe egress and ingress. Ray also suggested that once we receive the regulations from Scott that we should run it through attorney Mike Yoder. Julia Nixon suggested inviting Scott Derby to the next meeting for discussion since we are public property. Katie Mullins will put a note out on email listervs asking if other libraries and/or schools have stop signs. Ray Scott was also concerned that our current drainage system on the east side of the building may be a liability for those walking on our property.

There were no additional updates on the dead tree on Dr. Flenar's property, Julia asked if we could get estimates for removing it. Don Ramsey asked that we look at the tree to the west of the parking lot at Limberlost (near the picnic table) to determine if it is dead and needs to be removed. With all the opportunities for improving our buildings, Kem suggested that Katie prioritize them and resolve the issues as funds are available.

VIII. Adjournment: Linda Routsong made a motion to adjourn the board meeting at 7:05 P.M. Jennifer Wells seconded the motion and the motion passed.