

Kendallville Public Library
Board of Trustees
Meeting Minutes
October 10, 2017 6:00 pm
Meeting Room 1 & 2
Kendallville Public Library

Board Present:

Ray Scott, President
Jennifer Wells
Linda Routsong, Vice President
Deb Blaine
Brandi Hicks, Secretary
Sahil Patel, Teen on Board

Others Present:

Katie Mullins
Janice DeLong
Steve Garbacz-Kendallville News-Sun

Board Absent:

Don Ramsey
Jo Drudge, Treasurer

- I. **Call to Order:** Ray Scott 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 September 12, 2017:** Deb Blaine made a motion to approve the September 12, 2017 board minutes. Linda Routsong seconded the motion and the motion passed.
- IV. **Consideration of Approval of Executive Session & Meeting Minutes from September 25, 2017:** Brandi Hicks made a motion to approve the executive session and meeting minutes from September 25, 2017. Deb Blaine seconded the motion and the motion passes.
- V. **Report of Librarian:**
 - A. **Monthly reports:** The monthly statistical report is available online. The pilot for libraries lending DVDs has been going great. According to the records we have loaned 2,170 DVDs to other libraries and have received 714 that our patrons have requested. This ranks the Kendallville Library tenth out of ninety two libraries for lending DVDs.
 - B. **Miscellaneous:**
- VI. **Finances:**
 - A. **Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$81,220.58 be paid. Jennifer Wells seconded the motion and the motion passed.
 - B. **Quarterly Financial Report:** At the beginning of October the budget remaining is still thirty two percent. Comparing the third quarter budget of 2017 to the 2016 third quarter was normal. Janice DeLong proposed that next year instead of comparing quarter dates it would be better to look at year to date figures at each quarter.

C. Building Updates: Janice DeLong reported Kline Builders will be putting a new roof on at the Limberlost Public Library in the next month. The cost of the new roof will be \$40,320.00. The small air units for the kid's department have a Freon leak and will cost \$5,000.00 to repair. TCS found that two of the five boilers are leaking and a third boiler is starting to look bad. TCS will be sending a quote for the boiler repair. Trane proposed a R'newal project for the air chiller units which would allow them to be replaced before they needed repaired. Janice has asked TCS to look at the warranty terms and give their thoughts on a two year verses a four year warranty. The cost of the project would be over \$40,000.00. Additional appropriations may be needed for 2017.

D. Miscellaneous:

VII. New Business:

A. Approval of 2018 Budget: Jennifer Wells made a motion to approve resolution 2017-06. Brandi Hicks seconded the motion and the motion passed.

B. Quarterly Statistical Report: Katie Mullins suggested looking at how the quarterly report for statistics were being reported for next year and finding a more effective report. Tumble Books has become easier for the students to acquire due to the new app.

VIII. Unfinished Business:

IX. Miscellaneous: The Kendallville Library is lending furniture to the Eckhart Library due to the fire they had.

X. Adjournment: Deb Blaine made a motion to adjourn the board meeting at 7:03 P.M. Linda Routsong seconded the motion and the motion passed.

Submitted by Brandi Hicks.