

Kendallville Public Library  
Board of Trustees  
Meeting Minutes  
October 13, 2015  
Meeting Rooms 1 & 2  
Kendallville Public Library

Board Present:

Kemuel Prince, President  
Jennifer Wells  
Ray Scott-Vice President  
Don Ramsey  
Linda Routsong, Secretary  
Jo Drudge, Treasurer  
Don Ramsey

Others Present:

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

Board Absent:

Brandi Hicks

- 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 September 8, 2015:** Ray Scott made a motion to approve the September 8, 2015 board minutes with the correction of adding Todd Samuelson to the others present at the meeting. Don Ramsey seconded the motion and the motion passed.
- IV. **Report of Librarian:**
  - A. **Monthly reports:** The monthly statistical report is available online. There were over 18,000 circs in the month of September, 88 % of these circs are at the Kendallville Library leaving 12% at Limberlost. The budget for materials has been broken down in the past as 2/3 spent for Kendallville and 1/3 spent for Limberlost. Katie Mullins will be looking at a change of the budget of materials to reflect circulation usage. The patron count looked good for the month of September but circulation was down. There were 402 meeting room reservations for September, reservations and staff events doubled from last month.
  - B. **Employee report:** Katie Mullins introduced Mindy Patterson to the board members. Mindy will be covering board meetings while Katie is on maternity leave. Katie and Mindy attended an IPLA conference on coaching techniques for staff, a very informational meeting. Katie Mullins has signed a printer contract with Ricoh and will be saving around \$200.00 per month and with upgrades Jerrod Leatherman has done in the IT department the library will be saving another \$500.00 per month.
  - C. **Miscellaneous:**

**V. Finances:**

- A. Consideration of payment of bills:** Jo Drudge moved that bills in the amount of \$114,360.08 be paid. Linda Routsong seconded the motion and the motion passed.
- B. Building Updates:** Katie Mullins updated the board on the progress of the basement issues (movable door, water damage). Janice DeLong reported she had spoken to Randy Sexton and they would be meeting soon to discuss the drainage issue.
- C. Approval of the 2016 budget:** Jennifer Wells made a motion to approve the 2016 budget. Don Ramsey seconded the motion and the motion passed.
- D. Miscellaneous:**

**VI. New Business:**

- A. 2015 ILF ballot:** Katie Mullins passed out the 2015 ILF ballot.
- B. Strategic plan:** The strategic plan will expire in 2016. Katie Mullins asked the board members where they saw the library in three years and requested feedback for the plan. Ray Scott suggested that Region 3A could help the library with the strategic plan and investigate for grant money to pay for the costs.

**VII. Unfinished Business:**

- A. Bond Refinance:** The Building Corporation for the Kendallville Public Library has been reinstated. Todd Samuelson sent information on the bond refinance and asked the board to look it over and call a special board meeting. The board will meet October 20 at 5:00 p.m. to vote on the resolution to refinance the bonds.
- B. Miscellaneous:** Ray Scott reported that the Kendallville Public Library Legislative Committee's next meeting is on October 17 from 10:00 A.M. to 11:30 A.M.
- C. Miscellaneous:**

**VIII. Adjournment:** Ray Scott made a motion to adjourn the board meeting at 6:37 P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Linda Routsong.