

Kendallville Public Library
Board of Trustees
Meeting Minutes
February 14, 2017
Large Meeting Room
Kendallville Public Library – Limberlost Branch

Board Present:

Kemuel Prince, President
Ray Scott
Jennifer Wells
Don Ramsey
Jo Drudge, Treasurer
Sahil Patel, Teen on Board

Others Present:

Katie Mullins
Jenna Anderson
Dennis Nartker, Kendallville News Sun

Board Absent:

Brandi Hicks
Linda Routsong

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 Minutes from January 10, 2017: Don Ramsey made a motion to approve the January 10, 2017 board minutes. Jen Wells seconded the motion and the motion passed.

IV. Report of the Librarian: Kendallville added several security cameras around the Circulation Desk and in the departments. The system was also upgraded. The changes will provide a clearer picture in case of theft, emergency or inappropriate behaviors. The library has two positions that need to be filled. Mary Brewer at KPL is retiring. Julie Kerr at the branch left after accepting a full-time job elsewhere. Liability and facility insurance is coming up for renewal. Black and Ramer is expected to provide a quote, as is the current insurer of Stewart Brimner Peters & Lear.

V. Finances & Facilities

a. Consideration of Payment of Bills: Don Ramsey moved to approve bills in the amount of \$145,361.61, dated 2/14/2017, be paid. Jo Drudge seconded the motion and the motion passed.

b. Building Updates: Janice DeLong is talking with Kline Builders about a number of things that need to be done...all items are part of a list and will be checked off when completed. The library is also waiting to hear from Fetter's Construction about the metal roof in

Kendallville, which has rust spots. Fetter's is contacting the manufacturer about the roof's warranty.

VI. New Business

- a. Annual Statistical Report: The report is available upon request.
- b. Hotspot Policy: Suggested changes to the number of overdue hotspots a patron will be allowed before being blocked from checking out or holding a hotspot for a period of six months. The board will review the final draft at the next meeting.

VII. Unfinished Business (5 minutes)

- a. Emergency Closing Policy: Suggested changes to the opening time when a "Watch" local travel advisory is issued. The board will review final the draft at the next meeting.

VIII. Adjournment: Ray Scott made the motion to adjourn the meeting at 7:00 p.m., Don Ramsey seconded the motion and the motion passed.

Next Meeting: Tuesday, April 11, 2017 Kendallville Public Library