

Kendallville Public Library
Board of Trustees
Meeting Minutes
August 12, 2014
Meeting Room
Limberlost 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
Janice DeLong
Jenna Anderson
Haley Downer
Beth Munk
Bridgett Coe
Dennis Nartker-Kendallville News-Sun

- 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. **Beth Munk, Children's Services Manager:** Beth Munk attended the ALA conference as a guest speaker. Beth spoke about the benefits for libraries to offer outreach in their communities and how the ripple effect works. While at ALA, Beth had the chance to meet with some great vendors. Scholastic has a new exciting data base called Scienceflixs, which would be a great help with the outreach program at the schools, Learning Props had some kits for preschool ages and Rock a Bye Baby was offering books for a newborn child program. Beth is looking into applying for a grant to help purchase the preschool kits. Beth has also published articles about outreach in two library journals.
- IV. **Consideration of approval of board minutes from July 8, 2014:** Don Ramsey made a motion to approve the board minutes from July 8, 2014 with the correction of his comment on the Limberlost Public Library's tree. Julia Nixon seconded the motion and the motion passed.
- V. **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:** Ralph Campbell will no longer be working at the library through National Able due to state policy on income. The Limberlost computer area has been updated and is looking great. Jerrod Leatherman will be working on trying to eliminate one of the two printers and the print stations. Jeanne Jimenez has been hired as a clerk at Limberlost. Jenna Anderson is finishing up the new website.
 - C. **Miscellaneous:** None

VI. Finances:

- A. **Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$95,733.98 be paid. Jennifer Wells seconded the motion and the motion passed. Janice DeLong reported to the board on the 2014 expenditures and how the budget was looking for the rest of the year.
- B. **Approval for Publication of the 2015 Budget:** Julia Nixon made a motion to approve the publication of the 2015 budget. Linda Routsong seconded the motion and the motion passed.
- C. **Maintenance Updates:** The library is still waiting on phone calls on the drainage issue. The park department started today on the removal of the dead pine tree on the East side of the building. Kline's Construction stained three pillars on the West side of the building to determine how much material and time it will take to finish all the pillars and will send a quote. The three air units have been installed in the children's area and look very nice. The parking lot lines at Kendallville and Limberlost have a new fresh coat of paint. Patty Benjamin gave her two weeks' notice yesterday and we will be taking applications for the position. The State Auditor will be coming in about three weeks to audit four years of financials.
- D. **Miscellaneous:** None

VII. New Business:

- A. **Meeting Room Policy:** Don Ramsey made a motion to approve the revised meeting room policy. Jo Drudge seconded the motion and the motion passed.
- B. **Miscellaneous:** Julia Nixon sponsored ½ of a golf hole for the Centennial celebration and asked the other board members if they would be interested in sponsoring the other half. The board thought this was a great idea.

VIII. Unfinished Business:

- A. **Renovation Updates:** The renovation on the basement started yesterday morning and the completion date will be November 4th. The board will inspect the renovation work at the next board meeting.
- B. **Miscellaneous:** The board received a thank you card from Jane Rhea. Linda Routsong reported the Park Department made Jane a Friend of the Park. Julia Nixon asked how the tree issue on the doctor's property was going. Katie Mullins reported she had not heard from the city but would give them a call. Katie did inquire on the cost of the tree to be removed for the board per their request. Julia Nixon thought maybe the doctor's office would be willing to pay half of the cost, but mentioned she did not like to use the tax payer's money for this. Ray Scott and Don Ramsey commented that the doctor's office is really responsible for the removal of the dead tree. Kemuel Prince asked how the 5-S was working for the Limberlost Library. Katie Mullins and Haley Downer showed Kemuel the progress that has been made so far.

- IX. Adjournment:** Julia Nixon made a motion to adjourn the board meeting at 6:55 P.M. Linda Routsong seconded the motion and the motion passed.