

**Kendallville Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
January 9, 2018  
Meeting Rooms 1 & 2  
Kendallville Public Library

**Board Present:**

Ray Scott, President  
Jennifer Wells  
Linda Routsong, Vice President  
Deb Blaine  
Jo Drudge, Treasurer  
Don Ramsey  
Jack Jansen, Teen on Board

**Others Present:**

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Steve Garbacz-Kendallville News-Sun

**Board Absent:**

Brandi Hicks, Secretary

- 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 December 12, 2017:** Don Ramsey made a motion to approve the board minutes from December 12, 2017. Jennifer Wells seconded the motion and the motion passed.
- IV. **Report of Librarian:** Jordan Bowen was hired to work as Teen Assistant in the Teen Department and Kay Kimmell will be working as Circulation Clerk in the Circulation Department. The library still has a cleaning and children's position available. Katie Mullins discussed the summer reading program for 2018 and explained the Overdrive Advantage program. Katie Mullins has started the annual report for 2017. Steve Kline will be coming in to discuss remodeling plans for the Limberlost Branch.
- V. **Finances:**
  - A. **Consideration of payment of bills:** Jo Drudge moved that bills for January 9, 2018, in the amount of \$21,743.03 be paid. Linda Routsong seconded the motion and the motion passed. Jennifer Wells made a motion to approve the bills for the end of December 2017 in the amount of \$230,057.93 be paid. Deb Blaine seconded the motion and the motion passed.

- B. Building Updates:** The new boiler system is in and working very well. During the changeover to the new boilers the public area of the library stayed comfortable but there were some staff areas that were a little cool.
  - C. Transfers-Resolutions 2018-01:** Jennifer Wells will stand in as acting secretary. Deb Blaine made the motion to approve resolution 2018-01. Jo Drudge seconded the motion and the motion passed.
- The regular library board meeting was suspended and the Board of Finance meeting was called to order at 6:22 P.M.

**VI. Board of Finance:**

- A. Election of Officers:** Jennifer Wells made a motion to elect Linda Routsong as President and Don Ramsey as Secretary. Deb Blaine seconded the motion and the motion passed.
  - B. Investment Report:** There is only one CD at this time for the Kleiman Creative Writing Contest in the amount of \$20,000.00 at Lake City Bank.
  - C. Publishing Legal Notices:** Linda Routsong made a motion to use KPC Media Group for advertising legal notices. Don Ramsey seconded the motion and the motion passed.
  - D. Depositories:** Deb Blaine made a motion to add Star Bank to the library's depository list. Jennifer Wells seconded the motion and the motion passed.
- The meeting for the Board of Finance was adjourned at 6:27 P.M. and the regular library board meeting was resumed.

**VII. New Business:**

- A. New Position:** Katie Mullins discussed with the board a new, full-time position at the library. Deb Blaine made a motion to approve the new position, which would manage the branch and the handle maintenance of both buildings. Jennifer Wells seconded the motion and the motion passed.

**VIII. Unfinished Business:** There was no unfinished business reported.

- IX. Adjournment:** Linda Routsong made a motion to adjourn the board meeting at 6:52P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Jennifer Wells.