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 November 13, 2018: Don Ramsey made a motion to approve the board minutes from the November 13, 2018 board meeting. Deb Blaine seconded the motion and the motion passed.

IV. Report of Librarian: Katie Mullins reminded the board that the monthly department reports are available on the board page of the library’s website. The homebound program will now be called Doorstep Delivery and this pilot service is extending to offer home deliveries to include both short-term and long-term delivery, by application and as scheduled. Express Books will be coming soon, which will allow patrons to check out the most popular books for a seven day period. The Children’s Department is removing the evening M.A.P.S. Workshops and replacing them with Wiggle Giggle and Sensory Storytime, which will alternate Tuesdays. In-service will be held this Friday morning and the library will be opening at 1:00. Kelsey Haley’s last day will be December 20th, she has taken a teaching position. The newest staff member is Taylor Miller, who will be joining the Children’s Department this Friday as the Children’s Assistant.

V. Finances & Facilities:
   A. Transfer-Resolution 2018-11: Jo Drudge made a motion to approve resolution 2018-11. Brandi Hicks seconded the motion and the motion passed. This resolution was a transfer of funds from Services to Capital and Supplies.
B. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of $333,011.00 be paid. Deb Blaine seconded the motion and the motion passed.

C. **Building Updates:** The south end of the buildings carpet will be cleaned this Friday during in-service and the north end will be cleaned on the December 16th. Cintas will be delivering rugs again this winter in the library’s entrance and lobby. The northeast corner of the Limberlost Branch was hit by a car and Katie is waiting on an estimate for the repairs.

VI. **New Business:**

A. **Library Marketing and Communication Conference 2018:** Jenna Anderson attended the Library Marketing conference and came back with some new and exciting ideas. Jenna will be using the library staff to help give a face to the library and connect with the patrons. New card holders will be receiving a welcome e-mail that will highlight information about the library’s services. Jenna is promoting Library Lovers Month in February while teaming up with local businesses.

B. **Code of Conduct Policy:** A draft of the patron code of conduct policy was presented to the board. The board read the draft, and with one small adjustment to prohibit the use of vaping, Linda Routson made a motion to approve the policy. Brandi Hicks seconded the motion and the motion passed.

C. **Resolution 2018-12:** Don Ramsey made a motion to approve resolution 2018-12. Linda Routson seconded the motion and the motion passed. This resolution approved a one-time salary adjustment of 3.5% of total earnings for 2018 and shall not exceed $27,000.00 for pay grades 1-7. Staff who are still in the 90 day probation period or disciplinary action is being taken will not receive the one-time salary adjustment.

VII. **Unfinished Business:**

A. **Limberlost Renovation Bid:** Kline Builders adjusted the renovation bid from $117,497.00 to $98,974.50 by rebidding the cabinets and flooring. Steve Kline has requested twenty-five percent of the total bid as a down payment in advance to purchase materials. Deb Blaine made a motion to approve the down payment of twenty-five percent. Don Ramsey seconded the motion and the motion passed.

B. **Library Fines:** Deb Blaine made a motion for the Kendallville Public Library to be fine free with the exceptions of late fees on mobile hotspots, items in the video game collection, and Cortex equipment. Lost or damaged materials will still incur a replacement fee. The fine free policy begins January 2, 2019. Don Ramsey seconded the motion and the motion passed.

VIII. **Adjournment:** Deb Blaine made a motion to adjourn the board meeting at 7:23P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Brandi Hicks.