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 December 13, 2016: Jennifer Wells made a motion to approve the December 13, 2016 board minutes. Jo Drudge seconded the motion and the motion passed.

IV. Consideration of Approval of Minutes from December 19, 2016 Executive Session: Jennifer Wells moved to approve the December 19, 2016 executive session minutes. Linda Routsong seconded the motion and the motion passed.

V. Consideration of Approval of Minutes from December 19, 2016 Meeting: Linda Routsong made a motion to approve the December 19, 2016 board minutes as amended. Jo Drudge seconded the motion and the motion passed.

VI. Report of the Librarian (5 minutes): Katie Mullins noted the success of “Jeans Days” in 2016. Staff members can pay $1 on Wednesdays to wear jeans with a nice shirt or a KPL logo shirt. The staff donated over $600 in 2016 to benefit local charities. The staff also gives money for the library’s Flower Fund, November Basket Brigade, Red Kettle fundraiser and a Christmas Family. Katie will give her annual statistics presentation to the board at the February meeting. At first glance, patron counts are up from 2015 to 2016.

VII. Finances & Facilities (15 minutes)
A. Consideration of Payment of Bills: Jo Drudge moved to approve bills in the amount of $354,378.48, dated 12/30/2016, be paid. Don Ramsey seconded the motion and the motion passed. Jennifer Wells moved to approve bills in the amount of $496.13, dated 1-10-17, be paid. Don Ramsey seconded the motion and the motion passed.
B. Building Updates: The library hired a company to remove the piles of snow from the large
snowfall in December. Kline Builders is working on a quote for jobs around the library,
including protective chair rail for the meeting rooms.
C. Transfers: Linda Routsong made a motion to approve resolution 2017-01. Jennifer Wells
seconded the motion and the motion passed.
D. Board of Finance: The Board of Finance was called to order at 6:15 p.m.
   1. Election of Officers: Jennifer Wells made a motion to elect Linda Routsong as President
      and Don Ramsey as secretary. Jo Drudge seconded the motion and the motion passed.
   2. Investment Report: The library has three CDs at this time: Kleiman Creative Writing
      Contest - $20,000.00, Unemployment Fund - $31,552.22, and the Souder Account -
      $14,187.82.
   3. Publishing Legal Notices: Jennifer Wells made a motion to publish legal notices with KPC
      Media Group. Don Ramsey seconded the motion and the motion passed.
   4. Depositories: Don Ramsey made a motion to use Lake City Bank, Horizon Bank and
      Campbell and Fetter Bank as the library’s depositories. Jennifer Wells seconded the
      motion and the motion passed.
   5. Board of Finance Adjournment: Jo Drudge made a motion to adjourn the Board of
      Finance Meeting. Linda Routsong seconded the motion and the motion passed. The
      Board of Finance adjourned at 6:20 p.m.
E. Advance Draw: Don Ramsey made a motion to approve resolution 2017-02. Linda Routsong
   seconded the motion and the motion passed.
F. Advance Payment of Bills: Jen Wells made a motion to approve resolution 2017-03. Jo
   Drudge seconded the motion and the motion passed.

VIII. New Business (20 minutes)
   A. KPL Connect: Jenna Anderson presented information on Niche Academy, which is an online
      platform the library is using for KPL Connect, The Cortex Academy and KPL Staff Academy. This
      provides online tutorials for patrons and staff members.
   B. Emergency Closing Policy: The board discussed altering the library’s Weather Closing Policy.
      Katie Mullins will draft a new policy as follows: The library would remain open during an
      Advisory level travel advisory. The library would open at 11:00 a.m. if a Watch level travel
      advisory is put in place before the library opens at 9:00 a.m. If the Watch Advisory is put in place
      during operating hours, decisions to remain open or close would be made at the discretion of
      the director. If a Warning Travel Advisory is in place, the library will close. The policy will be
      emailed to board members for consideration, and voted on in the February board meeting.

IX. Unfinished Business (5 minutes): Kem Prince passed around a thank you card from the library staff
for the pay adjustment.

X. Adjournment: Don Ramsey made a motion to adjourn the board meeting at 7:10 p.m. Linda Routsong
seconded the motion and the motion passed.

Next Meeting: Tuesday, February 14, 2017-Limberlost Branch of the Kendallville Public Library