

Kendallville Public Library  
Board of Trustees  
Meeting Minutes  
March 8, 2016 6:00 P.M.  
Meeting Room C  
Kendallville Public Library

Board Present:

Kemuel Prince, President  
Jennifer Wells  
Ray Scott-Vice President  
Brandi Hicks  
Don Ramsey  
Jo Drudge, Treasurer  
Don Ramsey  
Evelyn Argueta, Teen on Board

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Dennis Nartker-Kendallville News-Sun  
Beth Munk  
Haley Downer

Board Absent:

Linda Routsong, Secretary

- 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 board minutes from February 9, 2016:** Brandi Hicks made a motion to approve the February 9, 2016 board minutes. Don Ramsey seconded the motion and the motion passed.
- IV. **Beth Munk-Children's Services Manager:** Beth Munk was one of thirty-two chosen to attend the Bill Morris Seminar and was also invited to the Harwood Institute for Public Innovation by United Way as a community partner. Beth explained the background of both the meetings attended and how she will be able to use her new skills.
- V. **Report of Librarian:**
  - A. **Financial Report:** Janice DeLong reviewed the three financial spread sheets presented to the board for the first quarter of 2016. She also shared with them donations made to the library from 2015 and the first quarter of 2016.
  - B. **Employee report:** The Limberlost Branch will be having a spring festival on March 19<sup>th</sup>. It will be held at Kelly Park with 1 Life-1 Fight sponsoring the cost of activities. Jenna Anderson will be changing from 34 hours to full time. Haley Downer will be working from the Kendallville Library and Jill Griebel's hours will be increased to cover Haley's location change. The staff have been attended several professional meetings in the last month.

**VI. Finances & Facilities:**

- A. Consideration of payment of bills:** Jo Drudge moved that bills in the amount of \$112,483.65 be paid. Brandi Hicks seconded the motion and the motion passed.
- B. Building updates:** The architect will be doing a final walk in the basement in the next couple weeks. The basement hallway flooring will be taken care of soon. The Friends of the Library donated money toward purchasing handicap hardware for the door between the library and staff work area.

**VII. New Business:**

- A. Study Room Fee Schedule:** The board discussed whether profit organizations should be charged to use a study room and decided to table the issue until next month.

**VIII. Meeting Room Deposit Policy:** Don Ramsey made a motion to add to the meeting room deposit policy: Room deposits will be forfeited if any party guest is seen smoking on library property while attending the gathering. Brandi Hicks seconded the motion and the motion passed.

**IX. Unfinished Business:**

- A. Friends of the Kendallville Public Library:** Katie Mullins shared how the Friends of the Library earn money and all the great things they have done for the library, staff and the community.
- B. Miscellaneous:** Katie shared that Jo Drudge had been recognized by the Dekko Foundation.

**X. Adjournment:** Ray Scott made a motion to adjourn the board meeting at 7:23 P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Ray Scott