

Kendallville Public Library
Board of Trustees
Meeting Minutes
November 15, 2016
Large Meeting Room
Limberlost Branch Library

Board Present:

Kemuel Prince, President
Jennifer Wells
Ray Scott-Vice President
Jo Drudge, Treasurer
Linda Routsong, Secretary
Sahil Patel, Teen on Board

Others Present:

Katie Mullins
Janice DeLong
Jenna Anderson

Board Absent:

Brandi Hicks
Don Ramsey

- 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. **Matt Brinkman, Region III-A presentation:** Matt Brinkman did not give a presentation to the board members, since the library would need to have a completed strategic plan before Region III-A could help. Region III-A uses the strategic plan as a tool to help clients for future projects. At this time, the library is working on its strategic plan.
- IV. **Welcome new Teen-On-Board:** Sahil Patel introduced himself and shared a little of his background, and the board and staff members introduced themselves.
- V. **Consideration of approval of board minutes from October 11, 2016:** Ray Scott made a motion to approve the board minutes from October 11, 2016. Jennifer Wells seconded the motion and the motion passed.
- VI. **Report of Librarian:** Teresa Boszor was hired in the Technical Services Department, which will help with the topic driven project. Grace Boszor was hired as the new page, taking Shae Neuhaus's position. Kyla Shepherd has accepted the Adult Services Clerk position. Katie Mullins and Jenna Anderson are working on an onboarding process for new staff members. The library will be opening at 1:00 on December 9th due to the staff in-service. Currently, the matching grant balance is at \$1,623.89, this includes the last book sale at the Limberlost Branch Library, which earned more than \$400.00. Katie reported that weeding is still continuing as a part of the topic driven project. Katie will be asking the Foundation for the Kendallville Public Library for approximately \$20,000.00 to be donated to the library for updates at Limberlost at the next meeting. The library has purchased a new online video and text tutorial service for staff and patrons called KPL Connect.

VII. Finances:

- A. Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$130,753.13 be paid. Jo Drudge seconded the motion and the motion passed. Janice DeLong discussed the cash flow and budget sheets, reporting that everything was looking normal and the budget still had a balance of 17% after the second November payroll was finished.
- B. Building updates:** The van was at Bowen's Body Shop for a repair on the hood that was rusting. The knot holes in the wood at Limberlost have mostly been filled in and painted. The holes that are left will be finished in the spring and the building will be painted in 2017. The concrete issue in front at Kendallville will be looked at in the spring.

VIII. New Business:

- A. Fair Labor Standards Act Impact:** Katie has attended several meeting on the Fair Labor Standards Act and the impact it will have on the library. All salaried staff will be non-exempt and will have to request and be approved to work over forty hours in a week to earn compensatory time. The form used to request time off will also be used for any compensatory time taken.
- B. Materiality Threshold:** Materiality threshold will be tabled until the next board meeting.
- C. Salary Schedule:** Jo Drudge made a motion to approve resolution 2016-09. Linda Routsong seconded the motion and the motion passed.
- D. 2017 Holiday Closings:** Jo Drudge made a motion to approve the 2017 holiday closings as presented. Ray Scott seconded the motion and the motion passed.

IX. Unfinished Business:

- A. Internal Control Training:** Katie reminded the board to watch the internal control training and sign the paperwork before the next board meeting if possible. The staff will be training for the internal controls at the next in-service.
- B. Miscellaneous:** Ray Scott mentioned that the Legislative Committee is trying to contact Sue Glick. Jennifer Wells noticed lights in the parking lot were out. Janice DeLong explained that Ronnie Kline was aware and would be replacing the lights.

- X. Adjournment:** Jennifer Wells made a motion to adjourn the board meeting at 7:00 P.M. Ray Scott seconded the motion and the motion passed.

Submitted by Linda Routsong.