I. **Call to Order:** Deb Blaine called the meeting to order at 6:02 p.m.

II. **Public Forum:** No one from the public spoke at the public forum.

III. **Consideration of approval of minutes from January 9, 2018:** Don Ramsey made a motion to approve the board minutes from January 9, 2018. Brandi Hicks seconded the motion and the motion passed.

IV. **Report of the Librarian (5 minutes):** Katie Mullins reported that nine staff members took a CPR/First Aid class with the Kendallville Fire Department, and are now certified. A public Adult CPR class will be held in Kendallville and Rome City on February 22. KPL has four members of a Continuous Improvement group with other select area libraries, which meets once per quarter. During the January meeting, architect Zachary Benedict spoke to the group about libraries and their role in improving the health and wellness in their societies. Mark Peterson, the library’s IT Manager, is resigning effective March 9.

V. **Finances & Facilities (5 minutes)**
   a. **Consideration of Payment of Bills:** Jo Drudge moved that bills for February 13, 2018, in the amount of $124,735.42 be paid. Don Ramsey seconded the motion and the motion passed.
   b. **Building Updates:** Outdoor locks are getting replaced at the Limberlost Branch.
VI. **New Business (25 minutes)**

a. **Annual Statistical Report**: Katie Mullins outlined some of the library statistics for 2017. The number of library cardholders decreased slightly, likely due to a purge of inactive library cards. The district’s assessed valuation has increased. The number of visits to the library decreased. Total circulation of all print materials has decreased. The circulation of digital content from databases has increased. Evergreen Indiana transits of KPL material to other libraries increased, as did the transits of materials KPL received from other libraries. The percentage of operating expenditures used for collection development increased to 11.2% (the required state standard is 7.5%). The size of the eBook and downloadable audiobook collection have increased within the Indiana Digital Consortium. The amount of public/private meetings and the attendance at those meetings declined. Total number of library events and the attendance of those events have decreased. Children’s in-house and outreach events and attendance have both increased. Teen in-house and outreach events and attendance have decreased. The number of adult in-house and outreach events have decreased slightly, but attendance has increased significantly. The number of reference interactions increased. Public computer use decreased, while wireless Internet uses increased.

b. **Hotspot Hold Shelf Adjustment**: Don Ramsey made a motion to change the amount of time a mobile hotspot can sit on the hold shelf from 7 days to 3 days. Brandi Hicks seconded the motion and the motion passed.

VII. **Miscellaneous**: The Foundation for the Kendallville Public Library has earned over $114,000 in the last year from the increase in the stock market.

VIII. **Adjournment**: Don Ramsey made a motion to adjourn the board meeting at 6:49 p.m. Brandi Hicks seconded the motion and the motion passed.

Submitted by Brandi Hicks.