

Kendallville Public Library
Board of Trustees
Meeting Minutes
January 12, 2016
Meeting Rooms 1 & 2
Kendallville Public Library

Board Present:

Kemuel Prince, President
Jennifer Wells
Ray Scott, Vice President
Brandi Hicks
Linda Routsong, Secretary
Don Ramsey
Evelyn Argueta, Teen on Board

Others Present:

Mindy Patterson
Janice DeLong
Jenna Anderson
Dennis Nartker-Kendallville News-Sun
Katie Mullins

Board Absent:

Jo Drudge, Treasurer

- 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. **Department Presentation:**
- IV. **Consideration of approval of board minutes from December 8, 2015:** Don Ramsey made a motion to approve the December 8, 2015 board minutes with the two corrections. Ray Scott Seconded the motion and the motion passed.
- V. **Report of Librarian:**
 - A. **Monthly reports:** The monthly statistical report will be available upon request.
 - B. **Employee report:** Mindy Patterson reported Beth Munk is one of fifty librarians participating in the Bill Morris Seminar. These participants were selected to study and evaluate books in preparation for the Newbery & Caldecott selections. The staff participated in ringing the bell at Kroger one day for the Salvation Army. Both libraries closed on December 28th due to power outage. NBC ran a false computer generated closing from the week before on the following Monday. Jenna Anderson called and reported the error.
 - C. **Miscellaneous:**
- VI. **Finances:**
 - A. **Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$385,886.13 be paid for the closing year of 2015. Jennifer Wells seconded the motion and the motion passed. Jennifer Wells made a motion that the bills in the amount of \$4,247.46 be paid for January 2016. Don Ramsey seconded the motion and the motion

passed. Janice DeLong reported that the 2015 budget balance was \$35,773.91. So far this winter had not been harsh and snow removal was little unlike the last winter.

- B. Building Updates:** The library is still waiting on an estimate for the flooring and trim in the basement hall due to the water damage. Michael Kinder was waiting on a quote from Select Flooring for a commercial grade floor.
 - C. Transfers:** Don Ramsey made a motion to approve resolution 2016-01. Linda Routsong seconded the resolution and the motion passed. Janice DeLong reported the transfer to the salaries fund was due to an extra payroll for 2015. The last pay for December was the 31st and really should have been January 1, 2016. The banks were closed due to the holiday.
 - D. Board of Finance:** Kemuel Prince called the Board of Finance Meeting to order at 6:15 P.M.
 - 1. Election of Officers:** Ray Scott made the motion to elect Linda Routsong as President and Don Ramsey as Secretary. Jennifer Wells seconded the motion and the motion passed.
 - 2. Investment Report:** Janice DeLong reported at this time the only CD the library has is for the Kleiman account in the amount of \$20,000.00.
 - 3. Publishing legal notices:** Don Ramsey made a motion to use KPC Media Group to publish all legal notices for the library. Brandi Hicks seconded the motion and the motion passed.
 - 4. Depositories:** Ray Scott made a motion to use Lake City, Horizon and Campbell & Fetter Bank as the depositories for the library. Jennifer Wells seconded the motion and the motion passed.
 - 5. Adjournment of Finance:** Ray Scott made a motion to adjourn the Board of Finance at 6:22 P.M. Brandi Hicks seconded the motion and the motion passed.
 - E. Advance Draws:** Jennifer Wells made a motion to approve resolution 2016-03. Linda Routsong seconded the motion and the motion passed.
 - F. Advance Payment of Bills:** Don Ramsey made a motion to approve resolution 2016-02. Jennifer Wells seconded the motion and the motion passed.
 - G. Miscellaneous:**
- VII. New Business:**
- A. Miscellaneous:** There were several cats adopted from the Kendallville Human Shelter due to the children's department program, Check Out a Cat or Kitten. The board inquired on the progress of the hot spots and it was reported to be going great, there is a waiting list.
- VIII. Unfinished Business:**
- A. Miscellaneous:**
- IX. Adjournment:** Ray Scott made a motion to adjourn the board meeting at 6:27 P.M. Brandi Hicks seconded the motion and the motion passed.

Submitted by Linda Routsong.