Kendallville Public Library
Board of Trustees
Meeting Minutes
April 12, 2016
Meeting Room
Kendallville Public Library

Board Present: Kemuel Prince, President
Ray Scott, Vice-President
Jo Drudge
Don Ramsey
Brandi Hicks
Evelyn Argueta, Teen on Board

Others Present: Katie Mullins
Jenna Anderson

Board Absent:
Linda Routson, Secretary
Jennifer Wells

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 March 8, 2016: Don Ramsey made a motion to approve the March 8, 2016 board minutes. Jo Drudge seconded the motion and the motion passed.

IV. Report of Librarian:
A. Statistical Report: The monthly statistical report will be available upon request. Katie Mullins detailed some highlights from the first quarter of 2016 as compared with all of 2015. The first quarter met or exceeded 25% of the total statistics of the previous year. For the first quarter of 2016, meeting room usage was at 29% of 2015’s total usage. Meeting room attendance is also up - more people are attending each meeting. Library events are slightly down at 22% of 2015 figures. Hours of computer usage are about the same – 3200 hours this quarter. Wireless usage has increased substantially. The 2016 patron count is right on target – 51,000 for the year at both libraries. The Kendallville Public Library ranked #10 overall in Evergreen Indiana Transits of the 108 Evergreen Indiana libraries.

B. Employee report: Dawn Ihrie will be leaving the library on April 29.

C. Miscellaneous: Katie Mullins presented information on her recent trip to Anythink libraries near Denver, and the Wells County Public Library, for the purpose of gathering information on those libraries’ transition to the “bookstore” model. She explained the concept of this model to the board. The Kendallville Public Library plans to make the transition by June 2017.
V. Finances:
A. Consideration of payment of bills: Brandi Hicks moved that bills in the amount of $133,559.18 be paid. Evelyn Argueta seconded the motion and the motion passed.
B. Building updates: Flooring in the lower level hallway is finished. Bob Ley is still interested in working on the drainage on the east side of the building. Ideally, it will be done by July 4. Janice DeLong has toured the building, noting places that need paint touch ups. She is looking at purchasing chair rail for some of the meeting rooms to prevent chair scuffs. She will also make a list of all the items in the library that may need to be replaced in 5-10 years, so that the library can be proactive in its budget allocations.
C. Miscellaneous:

VI. New Business:
A. Patriotic Pops Concert: The library will partner with the city for a FW Philharmonic Patriotic Pops Concert on July 4. They will play near the beach behind the library in conjunction with the fireworks. Scott Derby has asked to use the library’s secondary gravel lot adjacent to the park for the Philharmonic vehicles, and the library’s main lot for parking/handicap parking. Derby may request to use the library’s restrooms, but the library will stipulate that someone must monitor and clean the restrooms during the event. Derby also plans to use the balcony for VIP seating. Access to the balcony would be via a railing removed on the south side of the building.
B. Social Media Policy: Jenna Anderson presented the Social Media Policy that was drafted to be proactive in the library’s social media marketing. Don Ramsey made a motion to adopt the policy. Brandi Hicks seconded the motion and the motion passed.
C. Video Marketing: Jenna Anderson presented the knitting video and the family event video that she created to help market the library. She plans to continue doing an in-depth video, as well as an in-depth news article, every 1-2 months.
D. Miscellaneous:

VII. Unfinished Business:
A. Study Room Fee Schedule: The board agreed that the library should charge a $25 fee to “For Profit” businesses to use Study Room 3.
B. Miscellaneous: Katie Mullins note that on the tree outside Dr. Flenar’s former office there is a copy of a tree removal quote, signed by Dr. Flenar, with a note indicating that the dead tree will be removed by April 23. Ray Scott noted that the March 19 Kendallville Public Library Legislative Forum went well in the Lower Level. Ray heard a lot of buzz about the space and the view of the lake. Another forum is coming up this Saturday, April 16, at the St. John Lutheran School Worship Center. Brandi Hicks and her children had a spring break of giving back. They came over one day and scrubbed the tables and chairs on the lower level.
VIII. **Adjournment**: Ray Scott made a motion to adjourn the board meeting at 7:10 P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Ray Scott.