

Kendallville Public Library
Board of Trustees
Meeting Minutes
November 4, 2014
Meeting Rooms
Limberlost Public Library

Board Present:

Kemuel Prince, President
Jennifer Wells
Don Ramsey
Julia Nixon, Vice President
Linda Routsong
Jo Drudge, Treasurer
Ray Scott

Others Present:

Katie Mullins
Janice DeLong
Jenna Anderson
Haley Downer

Board Absent:

- 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 October 14, 2014:** Don Ramsey made a motion to approve the board minutes from October 14, 2014. Julia Nixon seconded the motion and the motion passed.
- IV. **Report of Librarian:**
 - A. **Monthly reports:** The monthly statistical report is available online.
 - B. **Employee report:** Mary Millus has joined the Limberlost Library as a clerk. Mindy Patterson is now advertising for a genealogy clerk.
 - C. **Miscellaneous:**
- V. **Finances & Facilities:**
 - A. **Maintenance Updates:** Janice DeLong reported Jake's Lawn Service has been hired for snow removal. Janice DeLong and Katie Mullins spoke with Jake and John Kitchen about still needing an estimate for the east side of the building. Both buildings have been pressure washed and are scheduled for windows next.
 - B. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of \$164,188.63 be paid. Jo Drudge seconded the motion and the motion passed. The library has purchased fifteen new computers and a 3-D printer.
 - C. **Transfers:** Janice DeLong reported the other services account was under budgeted this year due to the cost of snow removal from last winter. Jennifer Wells made a motion to

approve resolution 2014-08. Linda Routsong seconded the motion and the motion passed.

D. Miscellaneous:

VI. New Business:

A. Education Reimbursement Policy: The board reviewed the education policy and requested a few adjustments and forms be added to the policy before approving.

B. 2015 Closing Schedule: Linda Routsong made a motion to approve the update 2015 closing schedule. Julia Nixon seconded the motion and the motion passed.

C. Emergency Closing Policy: Katie researched emergency status for Noble County and the city of Kendallville and informed the board her findings. The board decided to review the new policy draft and will vote next month.

D. Miscellaneous: Ray Scott thanked Katie and Mindy for helping on the Legislative committee.

VII. Unfinished Business:

A. Renovation Report: The renovation is coming along. We have paint on the walls, carpet on the flooring and Katie is working on bids for furniture. November 11th Katie will be inspecting for any items needing changed or repaired. The basement will be open for the public after the first of the year but until then the children's department will be holding programs in the new finished area, Gaslight Playhouse, Inc. will be performing On Golden Pond and a fund raiser for Light the Night will be held in the basement. Katie suggested the January board meeting could be held in the new meeting rooms.

B. Miscellaneous: Ray Scott asked if Katie had any news on the Teens on Board program. Katie is still waiting for a volunteer.

VIII. Adjournment: Julia Nixon made a motion to adjourn the board meeting at 7:14 P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Linda Routsong.