

Kendallville Public Library
Board of Trustees
Meeting Minutes
March 11, 2014
Meeting Rooms 1 and 2
Kendallville Public Library

Board Present:

Kemuel Prince, President
Jane Rhea, Vice President
Don Ramsey
Julia Nixon, Secretary
Jo Drudge, Treasurer
Ray Scott

Board Absent:

Linda Routsong

Others Present:

Katie Mullins
Janice DeLong
Jenna Anderson
Beth Munk
Anita Brown
Haley Downer
Jack Flegg

- 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 February 10, 2014: Ray Scott moved to approve the February 10, 2014 board minutes. Don Ramsey seconded the motion, and the motion passed.
- IV. Report of Librarian:
 - A. Monthly reports: The monthly statistical report is available online.
 - B. Employee report: Bridgett Coe has started interviewing candidates for the clerk's position at the Limberlost Public Library.
 - C. Miscellaneous:
- V. Finances:
 - A. Consideration of payment of bills: Jo Drudge moved that bills in the amount of \$105,706.24 be paid. Don Ramsey seconded the motion, and the motion passed.
 - B. Miscellaneous:
- VI. New Business:
 - A. Insulation at Limberlost: Last Monday Momper Insulation checked the insulation in the attic. Janice DeLong reported they found a duct above the

men's restroom that was blowing hot air into the attic. In addition, ducts which run above the insulation need to be wrapped. In other places, the ceiling is visible due to the lack of insulation. Momper wrote a quote for \$3,468.00. They will wrap ducts and blow insulation into the attic. Ronnie Kline has been contacted to reconnect the duct above the men's restroom and will remove the last of the ice off the edge of the roof. Julia Nixon moved to approve the Momper quote and proceed with repairs. Jane Rhea seconded the motion, and the motion passed.

- B. Indiana State Library Internet Access Consortium Resolution: Ray Scott moved to approve resolution 2014-6. Don Ramsey seconded the motion, and the motion passed. (resolution attached)
 - C. Board Term Expiration: Jane Rhea's term will expire at the end of May 2014. The library will accept board applications until mid April and then turn those applications over to the Noble County Council. Jane also informed the Park Board she will be resigning as its KPL designee once the Kendallville Public Library Board finds a new appointee. The Park Board is working on clarification as to who can serve on the board. Jenna Anderson has shown interest in serving in Jane's place, if she qualifies.
 - D. Technology Purchases: Reagan Smith offered a list of computer equipment the library will need in the near future. In April, Microsoft XP will no longer be supported; Windows 8 is the most current software. The board requested that a computer replacement schedule be made, so that not all computers are replaced at the same time. Janice will review the budget more closely to assess the library's ability to fund necessary computer upgrades.
 - E. Miscellaneous: Julia Nixon was concerned with the cigarette containers and the smoking going on out front of the library. The board discussed that the containers may be causing confusion among the patrons regarding whether they can, or cannot, smoke on library property. By consensus, the board decided to remove the containers. The owner of the Hazel House (former Carnegie library) suggested that if the library were not to use the dedication sign for the Carnegie Library, then perhaps it could be displayed at Hazel House. The Library will be using the sign at the centennial celebration, so at this time the library will be housing it.
 - F. Ray Scott questioned whether the Board Room should be renamed Room 5, since the board no longer meets there. Kemuel Prince suggested this should be an internal decision for the library staff. Jane Rhea and Jo Drudge volunteered to serve on the nominating committee for selection of 2014-2015 officers.
- VII. Unfinished Business:
- A. Bid Process: Kemuel Prince has kept in contact with MKM and Mr. Yoder regarding the bid process. Katie Mullins is working to recruit members for the wage committee. This committee meets on the third Wednesday of the month;

the board hopes to be on the March agenda. After the hearing, the board will have ninety days to enter into a contract.

- B. Selection Committee: The application deadline for the position of KPL director was February 28th. The library received eight applications; Kemuel Prince will notify the selection committee about the first meeting soon.
- C. Centennial Garden: Katie Mullins reported that the donor of the Dekko Flag Fund has been contacted and that these funds can be used for the centennial garden. Don Ramsey moved to approve the Claymiller quote (see attached). Ray Scott seconded the motion, and the motion passed.
- D. Miscellaneous: Julia Nixon moved that Katie Mullins contact the neighboring doctor's office about the dead tree on its property. Ray Scott seconded the motion, and the motion passed. The board decided to go forward with purchasing stop signs for the entrances. Scott Derby will order the signs and mark where they will be placed for the board's review.

VIII. Adjournment: Don Ramsey moved to adjourn the board meeting at 7:20 P.M. Jane Rhea seconded the motion, and the motion passed.

Respectfully submitted,

Julia W. Nixon
Secretary