

Kendallville Public Library  
Board of Trustees  
July 11, 2017 Meeting Minutes  
Meeting Rooms 1 &2  
Kendallville Public Library

Board Present:

Ray Scott, President  
Jennifer Wells  
Linda Routsong, Vice President  
Don Ramsey  
Brandi Hicks, Secretary  
Jo Drudge, Treasurer  
Don Ramsey

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson

Board Absent:

Sahil Patel, Teen on Board  
Deb Blaine

- I. **Call to Order:** Ray Scott 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 June 13, 2017:** Don made a motion to approve the June 13, 2017 minutes with the correction of Linda Routsong absent. Jennifer Wells seconded the motion and the motion passed.
- IV. **Report of Librarian:** Alora Ritchie will be starting at the Limberlost Branch on July 19<sup>th</sup>. The Patriotic Pops Concert was a hit on the 4<sup>th</sup> of July. Katie Mullins will be meeting with the 4<sup>th</sup> of July committee tomorrow to discuss the pros and cons of the event. KPC featured an article in the paper on July 2<sup>nd</sup> explaining how the circulation of materials is down and how area libraries are serving patrons' needs in other ways. Katie Mullins has reached out to the director of the Eckhart Public Library to let her know that the Kendallville Public Library would be more than willing to lend a hand in the recovery efforts after their fire.
- V. **Finances:**
  - A. **Financial Report:** Personal service figures are more for the second quarter compared to last year's figures due to the third pay period in June. The projected figures for June are lower for the month due to staff changes made last year. The Supply budget has increased over last year's second quarter and the projected amount is also up due to the Make and Take programs in the Cortex. The Services budget is very similar to the

supplies, with the mobile hot spots being a huge hit. The Capital figures are larger than last year's due to the increase in non-print materials that have been purchased. June's projected amount is lower but usually there is a project in the second half of the year. The library purchased a new van last week and traded in the previous library van.

- B. Consideration of payment of bills:** Linda Routsong moved that bills in the amount of \$128,379.30 be paid. Don Ramsey seconded the motion and the motion passed.
  - C. Building Updates:** Don Ramsey mentioned that the parking lot was looking a little worn, suggested we repaint the lines and plan to seal it in the near future.
- VI. New Business:**
- A. Quarterly Statistical Report:** See attached.
  - B. 2018 Salary Schedule:** Brandi Hicks made a motion to approve resolution 2017-04. Jennifer Wells seconded the motion and the motion passed.
- VII. Unfinished Business:**
- A. Strategic Plan:** The board discussed the draft for the strategic plan and Katie Mullins will have the staff review before finalizing for the board's approval.
  - B. Miscellaneous:** The yard of the former doctor's office, to the north of the library, has been mowed. Katie had called the City's Code Enforcement Officer to report it after the June board meeting.
- VIII. Adjournment:** Don Ramsey made a motion to adjourn the board meeting at 7:15 P.M. Jennifer Wells seconded the motion and the motion passed.

Submitted by Brandi Hicks.