

Kendallville Public Library
Board of Trustees
Meeting Minutes
December 12, 2017
Meeting Rooms 1 & 2
Kendallville Public Library

Board Present:

Don Ramsey
Jennifer Wells
Linda Routsong, Vice President
Deb Blaine
Jo Drudge, Treasurer
Jack Jansen, Teen on Board

Others Present:

Katie Mullins
Janice DeLong
Jenna Anderson
Steve Garbacz-Kendallville News-Sun

Board Absent:

Ray Scott, President
Brandi Hicks, Secretary

- I. **Call to Order:** Linda Routsong, Vice President, called the meeting to order at 6:02 P.M.
- II. **Public Forum:** No one from the public spoke at the public forum.
- III. **Consideration of approval of board minutes from November 14, 2017:** Deb Blaine made a motion to approve the November 14, 2017 board minutes. Jo Drudge seconded the motion and the motion passed. Jennifer Wells is acting secretary.
- IV. **Report of the Librarian:** Max Weber attended the staff in-service to discuss active shooter situations. Steve Kline will be meeting with Katie Mullins to discuss the renovations at the Limberlost Branch Library. Three staff members, Camilla Dean, Rose Benjamin and Rebekah Davis have chosen other career paths.
- V. **Finances:**
 - A. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of \$329,373.00 be paid. Jennifer Wells seconded the motion and the motion passed. Deb Blaine abstained.
 - B. **Building Updates:** Kline Builders will be putting a new roof on at the Limberlost Branch Library next week. They have also started painting at the Kendallville building. TCS will be replacing the old boilers this month. We should be without heat for just a few days.

VI. New Business:

- A. 2018 Salary Schedule:** Jennifer Wells made a motion to approve the 2018 salary schedule, resolution 2017-07. Deb Blaine seconded the motion and the motion passed.
- B. One-Time Pay Adjustment Resolution:** Jo Drudge made a motion to approve resolution 2017-08. Deb Blaine seconded the motion and the motion was approved.

VII. Unfinished Business:

- A. Emergency Closing Policy:** The emergency closing policy was reviewed.

VIII. Miscellaneous: The board discussed the new look of the non-fiction section, the Evergreen Indiana shipment and how happy the staff members seem to be.

IX. Adjournment: Don Ramsey made a motion to adjourn the board meeting at 6:42 P.M. Deb Blaine seconded the motion and the motion passed.

Submitted by Jennifer Wells