

Kendallville Public Library
Board of Trustees
Meeting Minutes
January 14, 2014
7:00 P.M.
Meeting Rooms 1 and 2
Kendallville Public Library

Board Present:
Kemuel Prince, President

Board Absent:
Ray Scott

Jane Rhea, Vice President
Don Ramsey
Julia Nixon, Secretary
Linda Routsong
Jo Drudge, Treasurer

Others Present:
Katie Mullins
Janice DeLong
Dennis Nartker-Kendallville, News-Sun
Jenna Anderson
Beth Munk
Haley Downer
Zach Benedict
Clay Householder

- 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 December 10, 2013: Don Ramsey moved to approve the December 10, 2013 board minutes. Jo Drudge seconded the motion, and the motion passed.
- IV. Architectural Presentation: Zach Benedict from MKM presented the basement plans. The board discussed the drawings, and Julia Nixon moved to approve them. Jane Rhea seconded the motion, and the motion passed. Linda Routsong moved to allow Katie Mullins to sign paperwork for the remodeling of the basement. Don Ramsey seconded the motion, and the motion passed.
- V. Report of Librarian:
 - A. Monthly reports: The monthly statistical report is available online.
 - B. Employee report: Joan Miller, Branch/Children's assistant will be retiring January 31, 2014. Jenna Anderson is working on a new look for the Kendallville Library's logo, newsletter, and website.

- C. Miscellaneous: None
- VI. Finances:
- A. Consideration of payment of bills: Don Ramsey moved that the final bills for December 2013 be paid in the amount of \$94,319.47. Jo Drudge seconded the motion, and the motion passed. Julia Nixon moved to approve that the January bills in the amount of \$71,981.72 be paid. Linda Routsong seconded the motion, and the motion passed.
 - B. Transfers: Jo Drudge moved to approve resolution 2014-01 (see attachment) Linda Routsong seconded the motion, and the motion passed.
 - C. Board of Finance: Kemuel Prince called the Board of Finance meeting to order at 6:32 P.M.
 - 1. Election of officers: Julia Nixon moved to elect Linda Routsong as President of the Board of Finance and Don Ramsey as its secretary. Jane Rhea seconded the motion, and the motion passed.
 - 2. Investment report: Janice DeLong reported the LIRF and Rainy Day CDs will mature on January 25th and the 30th. These CDs will not be reinvested due to the basement project.
 - 3. Publishing legal notices: Julia Nixon moved to use the KPC and the Albion New Era as the venue for publishing legal notices. Jane Rhea seconded the motion, and the motion passed.
 - 4. Depositories: Linda Routsong moved to use Campbell and Fetter Bank, Lake City, and Peoples Federal as the library's depositories. Jo Drudge seconded the motion, and the motion passed. The Board of Finance meeting adjourned at 6:45 P.M.
 - D. Advance payment authorization: Don Ramsey moved to approve resolution 2014-02 (see attachment). Julia Nixon seconded the motion, and the motion passed.
 - E. Advance draw: Jane Rhea moved to approve resolution 2014-03 (see attachment). Jo Drudge seconded the motion, and the motion passed.
 - F. Miscellaneous: The PLAC Card report was signed for the fourth quarter of 2013.
- VII. New Business:
- A. Paid Time Off policy: Don Ramsey moved that new staff members will receive three personal days at the end of their sixth month. Linda Routsong seconded the motion, and the motion passed. Kemuel Prince requested the Personnel Committee take a look at considering a "paid time off" policy, as opposed to the current policy. Linda Routsong will be joining the committee to help explain how PTO works.
 - B. Basement items: The board meeting moved to the basement to view items the staff is considering donating to the Friends' sale.
 - C. Miscellaneous: Julia Nixon will post the information for the director's position on multiple state library listserves. February 28th will be the deadline for accepting resumes. Julia Nixon will also work on the composition of the

selection committee for this position. She asked board members to suggest names of community members for this committee.

VIII. Unfinished Business:

- A. Erosion issue: Janice DeLong contacted two engineers to consider solutions regarding this concern. One of the engineering firms gave some advice on repairing the erosion. This will be on hold until the weather cooperates.
- B. Maintenance/Cleaning ersonnel: Linda Routsong moved that Janice DeLong to appointed to supervise this department with a 3% pay increase. Don Ramsey seconded the motion, and the motion passed.
- C. Board meeting times: A proposed change to the KPL by-laws, changing the monthly meeting start time to 6:00 PM was read. In February, the board will vote on this proposed by-laws change.

- IX. Adjournment: Don Ramsey moved to adjourn the board meeting at 7:30 P.M. Julia Nixon seconded the motion, and the motion passed.

Respectfully submitted,

Julia Nixon
Secretary