

Kendallville Public Library  
Board of Trustees  
Meeting Minutes  
May 13, 2014  
Meeting Room  
Limberlost Public Library

Board Present:

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

Board Absent:

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Mindy Patterson  
Haley Downer  
Beth Munk  
Anita Brown  
Dennis Nartker-Kendallville News-Sun

- 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 April 8, 2014: Don Ramsey made a motion to approve the April 8, 2014 board minutes. Jane Rhea seconded the motion and the motion passed.
- IV. Consideration of approval of minutes from Selection Committee executive session: Don Ramsey made a motion to approve the Selection committee executive session minutes. Jane Rhea seconded the motion and the motion passed.
- V. Consideration of approval of minutes from Board of Trustees executive session: Jane Rhea made a motion to approve the minutes from the Board of Trustees executive session. Linda Routsong seconded the motion and the motion passed.
- VI. Report of Librarian:
  - A. Monthly reports: The monthly statistical report is available online.
  - B. Employee report: Nicholas Hostler will be taking a seven week leave of absent to participate in a mission trip. Shae Neuhaus will be joining the library for those seven

weeks. The IT position was posted and we have received two resume. Katie is aware of two others who are interested.

- C. Miscellaneous:
- VII. Finances & Facility:
  - A. Consideration of payment of bills: Jo Drudge moved that bills in the amount of \$145,723.95 be paid. Jane Rhea seconded the motion and the motion passed.
  - B. Building Updates: The Centennial Garden has been finished. Harlow Enterprises, Incorporated met with Katie Mullins, Janice DeLong, Ray Scott and Don Ramsey to look at the erosion issue on the East side of the building on May 5<sup>th</sup>. The company submitted a proposal of \$24,797.00. Janice DeLong has contacted another company for a proposal and will contact Mr. Brown for a consultation before taking action. Ray Scott has asked Janice to contact Feters Construction to see who installed the water way. Janice DeLong presented information from Dave Lange on housing gas and gas powered equipment in the library's basement. According to the international fire code, the library would be able to keep gas powered equipment and gas cans in the mechanical room since the walls are fire rated and the room has a sprinkler system. The code states less than ten gallons of gas can be stored in total; Janice suggested a metal cabinet for the gas cans should be purchased due to the fumes. The board requested the Kendallville Fire Department be called to make an inspection of the mechanical room before approving the storage of gas and gas operated equipment. Spring is here and the weather has started to heat up along with the building on a couple of occasions. TCS has been contacted for a proposal on installing an additional air unit or other options for the North end of the library.
  - C. Miscellaneous:
- VIII. New Business:
  - A. Appointment of new board members: The County Council has appointed Jennifer Wells to the Kendallville Public Library Board of Trustees.
  - B. Election of officers: Ray Scott made a motion to approve the officers as: Kemuel Prince-President, Julia Nixon-Vice President, Jo Drudge-Treasurer and Linda Routsong-Secretary. Jane Rhea seconded the motion and the motion passed.
  - C. Selection Committee recommendation: Julia Nixon made a motion to hire Katie Mullins as the Kendallville Public Library Director as recommended by the Selection committee and salary of \$58,000.00. Don Ramsey seconded the motion and the motion passed.
  - D. Miscellaneous:
- IX. Unfinished Business:
  - A. Renovation report: The ABC wage was adopted at the wage hearing and the bids should be in at the July board meeting.
  - B. Appointment to the Kendallville Park Board: Ray Scott made a motion Linda Routsong be appointed to the Kendallville Park Board. Jane Rhea seconded the motion and the motion passed.
  - C. Miscellaneous: In August there will be a fund raiser, Dine to Donate, held at Applebee's. The fund raiser will help pay for the Centennial celebration events.

- X. Adjournment: Linda Routsong made a motion to adjourn the board meeting at 6:39 P.M.  
Jane Rhea seconded the motion and the motion passed.

Submitted by Linda Routsong.