

Kendallville Public Library
Board of Trustees
Meeting Minutes
February 9, 2016
Meeting Room
Limberlost Public Library

Board Present:

Kemuel Prince, President

Jennifer Wells

Ray Scott-Vice President

Brandi Hicks

Linda Routsong, Secretary

Jo Drudge, Treasurer

Don Ramsey

Others Present:

Katie Mullins

Janice DeLong

Jenna Anderson

Dennis Nartker-Kendallville News-Sun

Bridgett Coe

Kiaya Martin

Haley Downer

Board Absent:

- 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 January 12, 2016:** Ray Scott made a motion to approve the January 12, 2016 board minutes. Don Ramsey seconded the motion and the motion passed.
- IV. **Report of Librarian:**
 - A. **Monthly reports:** The monthly statistical report will be available upon request.
 - B. **Employee report:** Katie Mullins started back to work last Monday from maternity leave. Beth Munk will be attending the Hardwood Institute this week and the library is very thankful to the United Way for paying the conference and travel fees. Beth will be sharing her new knowledge with the board at the March meeting. Beth started a new finger knitting class with the younger children this month and was excited to hear they had gone back to school and were teaching their friends. The children's department has new robots, Dot and Dash, roaming the area and the teen department should be receiving its robot soon. The Limberlost Library had 1200 more visitors in January 2015 than January 2014. Bridgett Coe says it's because the staff have engaged themselves more into the visits they have at the library and in the community. The library has received over \$1,200.00 in the last six months from Kroger's donation program giving back to the community. The 1782 report was received and the Operating budget was approved. The Debt Services budget was adjusted for the refinancing of the bonds.
 - C. **Miscellaneous:**

V. Finances:

- A. Consideration of payment of bills:** Jo Drudge moved that bills in the amount of \$87,243.49 be paid. Linda Routsong seconded the motion and the motion passed.
- B. Building updates:** At this time the building seems to be in good shape other than the basement hallway flooring, which Katie received an e-mail from MKM explaining some concerns with a quote they had received for the flooring.
- C. Miscellaneous:**

VI. New Business:

- A. Subscription card fee:** Jennifer Wells made a motion to approve the new subscription card policy. Don Ramsey seconded the motion and the motion passed.
- B. Expiring board terms:** The board terms for Jo Drudge, Don Ramsey and Ray Scott will expire in May. Katie will be submitting a renewal request to the proper committees, since all three members agreed to another term.

VII. Unfinished Business:

- A. Foundation for the Kendallville Public Library:** Katie gave an overview of the foundation. The foundation started in 1989 and became a 501C in 1990. There are nine board members including one member from the Kendallville Public Library's board of trustees. In 2003 the foundation reached its goal of \$250,000.00 and so the first grant was awarded in 2004 to purchase cabinets for the Limberlost Library. The foundation grants 5% of the income for the year to purchase assets for the library. They have purchased new staff computers, a server, copiers and a collection for the teen department. In 2007 the balance of investment had reached to \$417,000.00 but fell due to the economy. In the last three years it has once again reached over the \$417,000.00 mark.
- B. Legislative Forum:** The last Legislative Forum was held at the Kendallville Public Library on January 30. The next public forum is scheduled for March 19th.
- C. Miscellaneous:** Since July of 2015 the equipment category for circulations has increased by 200 check outs, Katie is sure the increase is due to the new hot spots that were added to the collection in July.

VIII. Adjournment: Ray Scott made a motion to adjourn the board meeting at 7:00 P.M. Linda Routsong seconded the motion and the motion passed.

Submitted by Linda Routsong.