

Kendallville Public Library
Board of Trustees
Meeting Minutes
June 10, 2014
Meeting Rooms 1 and 2
Kendallville Public Library

Board Present:

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

Board Absent:

Others Present:

Katie Mullins
Janice DeLong
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 May 13, 2014: Don Ramsey made a motion to approve the board minutes from May 13, 2014. Linda Routsong seconded the motion and the motion passed.
- IV. Report of Librarian:
 - A. Monthly reports: The monthly statistical report is available online.
 - B. Employee report: Michaela Walker, LPL teen clerk, gave her notice last Friday. The library will have two interns this summer. They will be helping in the children's area and the marketing department.
 - C. Miscellaneous:
- V. Finances:
 - A. Consideration of payment of bills: Julia Nixon moved that bills in the amount of \$108,094.59 be paid. Jo Drudge seconded the motion and the motion passed.
 - B. Building updates: The fire department gave the library approval to use the mechanical room to store gas powered equipment and gas cans. The board did not feel comfortable using the mechanical room without other safety options considered. The library received a quote from TCS to install three ceiling air units to help cool the North end of the building. Julia Nixon made a motion to approve TCS's quote. Jennifer Wells

seconded the motion and the motion passed. Diehm Construction suggested the library contact Randy Sexton, (Noble County Drainage Board) before working on the water issue on the East side of the building. Randy assessed the issue and had a few suggestions for repair. John Diehm is going to call Randy to discuss his suggestions. The library has had several power surges in the last few weeks and AEP has been contacted. Fetters Construction did not have the information for the company who installed the drainage area.

C. Miscellaneous: The property tax check is ready for pick up.

VI. New Business:

A. Welcome new board member: The board welcomed Jennifer Wells as the newest board member.

B. New hires: Jerrod Leatherman was hired as the new IT Manager and Marie Kaufmann has been hired as the Teen Services Manager.

C. LSTA Grant contract: Jennifer Wells made a motion to agree to the terms of the LSTA grant for a new microfilm reader. Jo Drudge seconded the motion and the motion passed.

D. Miscellaneous: Linda Routsong has attended her first Park Department meeting.

VII. Unfinished Business:

A. Renovation report: Bids will be advertised on June 6th and on the 19th there will be a pre bid meeting.

B. Miscellaneous: The board questioned the progress on the dead tree on the doctor's property. The board took a tour to look at mechanical room, drainage and stop sign area. The legislative meeting will be held on August 9th in rooms A and B from 10:00 to 12:00. Janice DeLong was going to inquire on the cost of a small fire proof cabinet for the storage of gas cans. A bee hive was spotted on the East side of the building. Janice will contact Orkin for removal.

VIII. Adjournment: Julia Nixon made a motion to adjourn the board meeting at 7:35 P.M. Ray Scott seconded the motion and the motion passed.

Submitted by Linda Routsong.