

Kendallville Public Library
Board of Trustees
Meeting Minutes
October 14, 2014
Meeting Rooms 1 and 2
Kendallville Public Library

Board Present:

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

Others Present:

Katie Mullins
Janice DeLong
Jenna Anderson
Dennis Nartker-Kendallville News-Sun
Haley Downer

Board Absent:

Linda Routsong

- 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 September 9, 2014:** Don Ramsey made a motion to approve the September 9, 2014 board minutes. Ray Scott seconded the motion and the motion passed.
- IV. **Report of Librarian:**
 - A. **Monthly reports:** The monthly statistical report is available online.
 - B. **Employee report:** Cody Cole's last day was October 11th. Lynette Barnett will be interviewing next week for a circulation clerk to replace Cody. The Centennial Celebration had a great turn out. The Red Cross will be holding a blood drive on Friday, October 17 from 12-5. St. John Lutheran School called to let us know we were going to be a drop off point for students who are participating in Walk to School Day, these students live too far away to walk from their homes.
 - C. **Miscellaneous:**
- V. **Finances:**
 - A. **Maintenance Updates:** There was a water leak on October 9. One of the water pipes in the south mezzanine came loose due to the pressure over time. The water damage was minimal, only a few ceiling tiles were damaged. Katie Mullins is arranging to have both libraries pressure washed, and carpet cleaning is scheduled for the end of the month. Once the buildings are washed, Kline's construction will be sealing the wood pillars at both libraries. Janice DeLong will be arranging for Kendallville's windows to be washed.

A pumice stone was used on the sidewalk in the garden area and the markings are very faint now.

B. Consideration of payment of bills: Jo Drudge moved that bills in the amount of \$167,168.85 be paid. Jennifer Wells seconded the motion and the motion passed. Janice DeLong reported the library's audit was finished in two and a half days and went well. This month's bills included a purchase from Tronitech Western in the amount of \$13,335.00 for a microfilm reader. Mindy Patterson received a grant for a large portion of the cost and, using some gift money, only \$796.97 was spent from operating. This month's bills included three pay periods.

C. Approval of the 2015 Budget: Julia Nixon made a motion that Ray Scott be secretary pro-tem since Linda Routsong is absent. Don Ramsey seconded the motion and the motion passed. Don Ramsey made a motion to approve the 2015 Budget. Jennifer Wells seconded the motion and the motion passed.

D. Miscellaneous:

VI. New Business:

A. PLAC report: There were no PLAC cards sold this quarter.

B. Miscellaneous:

VII. Unfinished Business:

A. Renovation Report: Katie Mullins has ordered the appliances for the basement and was under budget by half of what was set aside. She is now looking at furniture for the basement area. The head construction manager for the site will be leaving in two days and we will be receiving a new manager.

B. Personnel Committee: Katie reported the personnel committee at this time did not feel that PTO was a good fit for the library. A draft for education reimbursement will be ready for the next board meeting and the board will also discuss the 2015 closing days.

C. Miscellaneous: Ray Scott inquired if Scott Derby had any answers for the board on the issue of the neighbor's dead tree. Katie had spoken to Scott and he was going to contact the city's attorney to verify some information. The library's dead pine tree was removed last week and Katie will be contacting a company for an estimate for the stump to be removed. Ray also inquired on the progress of the east side of the library. Janice is still waiting on phone calls from Randy Sexton and Jon Diehm but in the mean time has contacted John Kitchen for an estimate. John is also going to quote snow removal for this winter. Katie contacted the Margarita White from the Noble County Community Foundation for a volunteer from the Teen on Board Program, and at this time they are looking for teens to participate. Katie hopes to have the Chester Dekko plaque mounted on a stone for the flower garden soon.

VIII. Adjournment: Don Ramsey made a motion to adjourn the board meeting at 6:40 P.M. Julia Nixon seconded the motion and the motion passed.

Submitted by Ray Scott.