

Kendallville Public Library
Board of Trustees
Meeting Minutes
October 11, 2016
Meeting Rooms 1 & 2
Kendallville Public Library

Board Present:

Kemuel Prince, President
Jennifer Wells
Ray Scott, Vice President
Brandi Hicks
Linda Routsong, Secretary
Jo Drudge, Treasurer

Others Present:

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

Board Absent:

Don Ramsey
Evelyn Argueta, Teen on Board

- 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 13, 2016:** Ray Scott made a motion to approve the board minutes from the September 13, 2016 board meeting. Brandi Hicks seconded the motion and the motion passed.
- IV. **Report of Librarian:**
 - A. **Monthly reports:** See attached.
- V. **Employee report:** The library has a matching grant opportunity up to \$2,500.00 from an anonymous patron. This grant will be used to purchase adult books and audio books. The library has collected \$421.67 and has until the end of December to collect funds. Julia Kerr and Morgan Godsey have been hired to work at the Limberlost Branch Library. Katie Mullins asked the board to read the great article Jenna Anderson wrote on why weeding library materials is necessary. Katie and several of the staff attended the maker fair this week at the Noble County Public Library. Beth Munk is changing up the play area for the children's department. She purchased new items for a farmers market which will help develop motor skills and the imagination.
- VI. **Quarterly Statistical Report:** See attached. Leah Dresser has made a change to the way new best seller books are being checked out. They will be checked out for 14 days instead of seven with renewals and will be allowed to have holds. Room reservations have increased due to patrons using meeting rooms for parties, which in return increases the

patron count number. The other influence on the patron count is the new meeting rooms downstairs which has allowed the family programming to increase.

VII. Quarterly Financial Report: Janice DeLong reported that personal services, supplies and the services accounts for the third quarter of 2016 are just under last year's third quarter amounts. Comparing the third quarter of 2016 to 2015 for the capital fund, the amount is over by \$15,000.00, which is due to the replacement of concrete and repairing the water run off on the east side of the building.

VIII. Finances:

A. Consideration of payment of bills: Jennifer Wells moved that bills in the amount of \$73,339.80 be paid. Linda Routsong seconded the motion and the motion passed.

B. Building Updates: Grass seed has been placed on the east side of the library where repairs were made, new rock has been added to the landscaping. Janice DeLong is waiting for a return call from M&S on resurfacing the concrete at the front and staff entrances of the library. The library has received a quote from Hamilton Electric for upgrading the lights at the Limberlost Branch Library and are waiting for a quote from Kline Builders.

IX. New Business:

A. Approval of 2017 Budget: Brandi Hicks made a motion to approve resolution 2016-07. Jo Drudge seconded the motion and the motion passed.

B. Materiality Threshold: Katie Mullins asked the board to table discussing the materiality threshold until the November meeting.

C. November Meeting Date: Katie Mullins asked the board to hold the November board meeting on the 15th due to Katie attending the ILF Conference on the 8th. Linda Routsong made a motion to change the board meeting date in November to the 15th. Jennifer Wells seconded the motion and the motion passed. The next meeting will be held at the Limberlost Branch Library.

X. Unfinished Business:

A. Commitment to Join ISL Consortium for Internet Access: Jo Drudge made a motion to approve resolution 2016-08. Ray Scott seconded the motion and the motion passed.

B. Internal Control Training: A video link on internal control training will be sent to the board members, after watching the video a certificate will need to be signed.

C. Miscellaneous: Jo Drudge asked about the skate boarding policy. Ray Scott informed the board Region 3A will be attending the next meeting.

XI. Adjournment: Ray Scott made a motion to adjourn the board meeting at 6:45 P.M. Linda Routsong seconded the motion and the motion passed.

Submitted by Linda Routsong.