

Kendallville Public Library  
Board of Trustees Meeting Minutes  
March 14, 2017 6:00 P.M.  
Meeting Rooms 1 & 2  
Kendallville Public Library

**Board Present:**

Kemuel Prince, President  
Don Ramsey  
Ray Scott-Vice President  
Brandi Hicks  
Linda Routsong, Secretary  
Jo Drudge, Treasurer  
Sahil Patel, Teen on Board

**Others Present:**

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Beth Munk

**Board Absent:**

Jennifer Wells

- 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 February 14, 2017:** Ray Scott made a motion to approve the library board minutes from February 14, 2017. Don Ramsey seconded the motion and the motion passed.
- IV. **Report of Librarian:** Katie met with Kline Builders to discuss preliminary ideas for the interior renovation of Limberlost. She anticipates changes to begin in the fall, at the earliest. Cataloging has been completed for the Kendallville portion of the Topic Driven collection. This is a major milestone, one that we have been working towards for a year! Now we will “clean-up” any labels we might have missed along the way and complete the changes at Limberlost. There are four positions open at this time (IT Administrator, Adult Assistant, Circulation Clerk at Limberlost, and Janitorial at Kendallville). Katie was the guest speaker at Quest Club this month, a group of library supporters that are excited to learn more about how the library operates. The Kleiman Creative Writing Contest books are due this Friday and the banquet will be held on Thursday, April 27<sup>th</sup>. Katie attended a webinar about pests in the library and found that we have a good system in place to prevent an infestation. Of course, with any good webinar, there are always new ideas to implement. The Allen County Public Library has taken notice of the library’s programs and will attend Family Paint next Monday to get firsthand experience. The Kendallville building will play host to the ILF District 3 conference on Thursday, April 20<sup>th</sup>.

**V. New Business:**

- A. Creating Spaces Presentation:** Beth Munk, Children's Services Manager, explained how the Creating Spaces grant works and how the community hopes to work together to create a dynamic new space for our citizens.
- B. Annual Financial Report:** Janice DeLong did an overview comparing year-end of the 2016 budget to 2015. The Personnel Services category was down by \$26,438.00, due to staff changes. The Supplies category only dropped by \$450.00. The Services category was up in 2016 by \$3,670.00 and the Capital category was only up by \$818.00. On the revenue side of things, room rental was up by \$2,333.00 and proctoring was up by \$385.00. Overall, the yearly budget for 2016 was very good with no major unexpected spending.

**VI. Finances:**

- A. Consideration of payment of bills:** Brandi Hicks moved that bills in the amount of \$101,777.86 be paid. Linda Routsong seconded the motion and the motion passed.
- B. Building Updates:** Curb Appeal added more rock to the east side of the building in a couple of areas to help prevent erosion. Kline Builders are taking a look at the gutter on the west side of the building because of an over flow issue during hard rains storms.

**VII. Unfinished Business:**

- A. Emergency Closing Policy:** Don Ramsey made a motion to approve the new emergency closing policy. Ray Scott seconded the motion and the motion passed.
- B. Hotspot Policy:** The library now has 14 hotspots available to the public. Brandi Hicks made a motion to approve the new hotspot policy. Linda Routsong seconded the motion and the motion passed.
- C. Miscellaneous:** The Fort Wayne Philharmonic Patriotic Pops Concert will be held in Bixler Lake Park once again this year and the event will be using our parking lots, lower level meeting rooms, and balcony. The Kendallville Area Legislative Forum was well attended at committee members were pleased to have a full house of attendees.

- VIII. Adjournment:** Ray Scott made a motion to adjourn the board meeting at 6:51 P.M. Don Ramsey seconded the motion and the motion passed.

Submitted by Linda Routsong.