

Kendallville Public Library  
Board of Trustees  
Meeting Minutes  
September 12, 2017 6:00 P.M.  
Meeting Rooms 1-2  
Kendallville Public Library

Board

Present:

Others Present:

Ray Scott, President

Katie Mullins

Jo Drudge, Treasurer

Janice DeLong

Linda Routsong, Vice President

Jenna Anderson

Deb Blaine

Sahil Patel, Teen on Board

Board Absent:

Don Ramsey

Jennifer Wells

Brandi Hicks, Secretary

- I. **Call to Order:** Ray Scott 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 August 8, 2017:** Deb Blaine made a motion to approve the board minutes from August 8, 2017 board meeting. 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:** Jenna Anderson attended the Association for Rural and Small Libraries Conference in St. George, Utah. Jenna explained to the board how beneficial this conference was and is recommending more staff attend next year.
  - C. **Miscellaneous:**
- V. **Finances:**
  - A. **Consideration of payment of bills:** Jo Drudge moved that bills in the amount of \$159,164.18 be paid. Deb Blaine seconded the motion and the motion passed.
  - B. **Building Updates:** Janice DeLong reported that Kline Builders was in last week and started putting the chair rail up in the meeting rooms. Kline Builders finished rooms A and B. They look very nice, but due to a fire at Kline's building the materials were lost. The company is not sure how long before the rooms will be finished.
  - C. **Miscellaneous:**
- VI. **New Business:**

- A. 2018 Annual Budget:** Katie Mullins reviewed the 2018 annual budget with the board. The budget should be adopted by November 1<sup>st</sup>.
  - B. Commitment to Join ISL Consortium for Internet Access:** Ray Scott asked Linda Routsong to be secretary pro-tem in Brandi Hicks absences. Deb Blaine made a motion to approve resolution 2017-05. Linda Routsong seconded the motion and the motion passed.
- VII. Unfinished Business:**
  - A. After Hours Library Usage:** The board asked Katie if she had heard back from the Kendallville Police Department with specific information about the disturbances. Katie reported she has not received a response from the police station.
  - B. Strategic Plan:** Linda Routsong made a motion to approve the strategic plan. Jo Drudge seconded the motion and the motion passed.
- VIII. Miscellaneous:** Katie reported that Orkin sprayed for bees that had taken up resident in the pillar by the front entrance. The board discussed a drive up drop box for patrons. Jo Drudge wanted to thank the staff members that had handled the patron falling in the parking lot. The staff were very helpful and accommodating.
- IX. Adjournment:** Deb Blaine made a motion to adjourn the board meeting at 7:05 P.M. Linda Routsong seconded the motion and the motion passed.

Submitted by Linda Routsong.