

Kendallville Public Library  
Board of Trustees  
Meeting Minutes  
January 8, 2019  
Meeting Rooms 1 & 2  
Kendallville Public Library  
January 8, 2019

Board Present:

Ray Scott, President  
Sam Zollman  
Linda Routsong, Vice President  
Deb Blaine  
Brandi Hicks, Secretary  
Don Ramsey  
Jack Jansen, Teen on Board

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Emeline Rodenas-Kendallville News-Sun  
John Kitchen

Board Absent:

Jo Drudge, Treasurer

- I. **Call to Order:** Ray Scott called the meeting to order at 6:00pm
- II. **Public Forum:** John Kitchen requested to speak at the public forum. John had some concerns about the bidding of the lawn care service. He explained his concerns to the board and requested a response.
- III. **Consideration of approval of board minutes from December 11, 2018:** Brandi Hicks made a motion that the December 11, 2018 board minutes be approved. Deb Blaine seconded the motion and the motion passed.
  - A. **Report of Librarian:** Heidi Neu will be completing an internship at both locations this semester. She is currently a student at Ivy Tech working towards her Library Technical Assistant degree. Katie Mullins reported that the patrons are very appreciative of the library going fine free, the library has forgiven over \$1200 in fines since December 21<sup>st</sup>.
- IV. **Finances:**
  - A. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of \$183,508.08 dated December 28, 2018 be paid. Linda Routsong seconded the motion and the motion passed. Don Ramsey moved that bills in the amount of \$4,047.88 dated January 8, 2019 be paid. Sam Zollman seconded the motion and the motion passed. Janice DeLong discussed the comparison of the 2018 year end budget to 2017.
  - B. **Building Updates:** Katie Mullins reported Kline Builders checked the west side gutter of the Kendallville location and found that a shoe was lodged in the gutter causing the rain to over flow. While they had the lift at Kendallville they also cleaned the north side

windows. Kline Builders is also set to begin the renovation at Limberlost. I&M will be meeting with Katie Mullins to discuss updates that were done to help prevent interruptions in the power.

- C. Transfers:** Deb Blaine made a motion that resolution 2019-01 be approved. Sam Zollman seconded the motion and the motion was approved.
- D. Board of Finance:** Ray Scott suspended the regular meeting and called the Board of Finance meeting to order at 6:38pm.
  - 1. **Election of Officers:** Brandi Hicks made a motion that Linda Routsong remain as president and Don Ramsey remain as secretary of the Board of Finance. Deb Blaine seconded the motion and the motion passed.
  - 2. **Investment Report:** Ray Scott reported there is a currently a CD for the Kleiman Creative Writing Contest invested at Lake City Bank valued at \$20,000. There is also \$19,169.89 invested at Hartman Investment Group from the estate of a former library patron, this was the value as of November 30, 2018.
  - 3. **Publishing Legal Notices:** Linda Routsong made a motion for KPC News to continue publishing legal notices for the library. Brandi Hicks seconded the motion and the motion passed.
  - 4. **Depositories:** Don Ramsey made a motion that Lake City Bank, Horizon Bank and Campbell & Fetter Bank be depositories for the library. Sam Zollman seconded the motion and the motion passed.
  - 5. **Adjournment:** Brandi Hicks made a motion to adjourn the Board of Finance meeting at 6:44 p.m. Deb Blaine seconded the motion and the motion passed. The regular board meeting was resumed.
- E. Advance Draw:** Don Ramsey made a motion to approve resolution 2019-02. Sam Zollman seconded the motion and the motion passed.
- F. Advance Payment of Bills:** Deb Blaine made a motion to approve resolution 2019-03. Brandi Hicks seconded the motion and the motion passed.
  
- V. New Business:** There was no new business reported at this time.
  
- VI. Unfinished Business:** There was no unfinished business reported at this time.
  
- VII. Miscellaneous:** Katie Mullins discussed the lawn care contracts with the board members and was instructed to send John Kitchen a letter indicating the board's support of the library's decision.
  
- VIII. Adjournment:** Brandi Hicks made a motion to adjourn the board meeting at 7:10pm Sam Zollman seconded the motion and the motion passed.

Submitted by Brandi Hicks.