

Kendallville Public Library
Board of Trustees
Meeting Minutes
February 12, 2019
Large Meeting Room
Limberlost Branch Library

Board Present:
Ray Scott, President
Sam Zollman
Jo Drudge, Treasurer
Don Ramsey

Others Present:
Katie Mullins
Janice DeLong
Jenna Anderson

Board Absent:
Linda Routsong
Deb Blaine
Brandi Hicks

- I. **Call to Order:** Ray Scott called the meeting to order at 6:10 P.M.
- II. **Public Forum:** No one from the public spoke at the public forum.
- III. **Consideration of approval of board minutes from January 8, 2019:** Don Ramsey made a motion to approve the board minutes from January 8, 2019. Sam Zollman seconded the motion and the motion passed.
- IV. **Report of Librarian:** February is Library Lover's Month and local businesses are giving deals if you show your library card. The patrons have been very appreciative for the library staying open during bad weather and understand the extreme situations.
- V. **Finances:**
 - A. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of \$207,197.43 be paid. Jo Drudge seconded the motion and the motion passed.
 - B. **Additional Draw for Construction:** Kline Builders has requested their second draw for construction.
 - C. **Resolution 2019-04 Lake City Bank:** Don Ramsey will be Secretary Pro-Tem in the absence of Brandi Hicks. Sam Zollman moved resolution 2019-04 be approved. Don Ramsey seconded the motion and the motion passed.
 - D. **Building Updates:** The new flooring has been laid in The Cortex. TCS and Primary Engineering were up this week to take a look at the building and try to find a solution to the lack of air flow. I&M representatives met with Katie Mullins and Ray Scott to follow up on the power issues and what had been done to correct the issue.
- VI. **New Business:**
 - A. **Resolution 2019-05 Salary Schedule:** Don Ramsey made a motion to approve resolution 2019-05. Sam Zollman seconded the motion and the motion passed.

- B. Patron Survey:** Jenna Anderson has been working with a group of non-profit organizations to create a patron survey. In-house surveys will be passed out once a month after library programs. These surveys will also be available online.

VII. Unfinished Business:

- A. Tour Limberlost Branch:** Katie Mullins took the library board on a tour of the branch to explain what renovations have been done and what will be coming.
- B. Miscellaneous:** Katie Mullins requested the board to approve a closing of up to two weeks for the Limberlost Branch if needed during the renovation. At this time, it is anticipated the closing will occur in mid-March. Jo Drudge made a motion to approve the closing if needed. Don Ramsey seconded the motion and the motion passed. Katie requested an increase of \$8.00 for the cash register and \$128.00 for the cash drawer. With this increase the cash register will start with a \$100.00 balance every day and the cash drawer will have a balance of \$200.00. This should help the cash flow issues due to the Fine Free policy that started in January. Don Ramsey made a motion to increase the cash drawer \$128.00 and the cash register \$8.00. Sam Zollman seconded the motion and the motion passed. Katie also verified that the board still wanted to continue with the same travel advisory that were in place, and open the library at noon on February 13th. Jenna Anderson explained to the board about a program that offered facility dogs and requested an OK from the board to submit an application. The board was very excited and felt the patrons would like this very much and gave her the OK to send in an application.

- VIII. Adjournment:** Don Ramsey made a motion to adjourn the board meeting at 7:12 P.M. Sam Zollman seconded the motion and the motion passed.

Submitted by Don Ramsey.