

Kendallville Public Library Board of Trustees  
Meeting Minutes  
December 10, 2019  
Meeting Rooms 1 & 2  
Kendallville Public Library

Board Present:

Linda Routsong, Vice President  
Jo Drudge, Treasurer  
Brandi Hicks, Secretary  
Deb Blaine  
Don Ramsey

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson  
Cheryl Prentice-Kendallville News-Sun

Board Absent:

Ray Scott, President  
Sam Zollman

- I. **Call to Order:** Linda Routsong is pro tem for Ray Scott. Linda Routsong 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 October 8, 2019 and November 12, 2019:** Don Ramsey made a motion to approve the board minutes from October 8<sup>th</sup> and November 12, 2019. Deb Blaine seconded the motion and the motion passed.
- IV. **Report of Librarian:** Jill Dunkel gave her notice and her last day will be December 12, 2019.
- V. **Finances & Facilities:**
  - A. **Consideration of payment of bills from November:** Don Ramsey moved that bills in the amount of \$144,342.88 be paid. Jo Drudge seconded the motion and the motion passed.
  - B. **Consideration of payment of bills from December:** A list of checks to be voided was presented to the board. There is a 4% budget balance remaining for 2019. Deb Blaine moved that the bills in the amount of \$340,803.58 be paid. Don Ramsey seconded the motion and the motion passed.
  - C. **Building Updates:** There we no building updates to report at this time.
- VI. **New Business:**
  - A. **2020 Holiday Closing:** Deb Blaine made a motion to approve the holiday closing as presented. Brandi Hicks seconded the motion and the motion passed.
  - B. **Patron Computer Policy:** Brandi Hicks made a motion to approve the patron computer policy as presented. Don Ramsey seconded the motion and the motion passed.
- VII. **Unfinished Business:** There was no unfinished business to discuss at this time.
- VIII. **Miscellaneous:** Katie Mullins asked the board to participate in voting for their favorite Christmas tree decorated by staff.

**IX. Adjournment:** Don made a motion to adjourn the board meeting at 6:25 P.M. Brandi Hicks seconded the motion and the motion passed.

Submitted by Brandi Hicks.