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

Board Present:                    Others Present:
Linda Routsong, Vice President                                                 Katie Mullins
Jo Drudge, Treasurer                                                                             Janice DeLong
Brandi Hicks, Secretary                                                                          Jenna Anderson
Deb Blaine                                                                                                Cheryl Prentice-Kendallville News-Sun
Don Ramsey

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 8th 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.