Kendallville Public Library Board of Trustees
Meeting Minutes
July 9, 2019
Meeting Rooms 1&2
Kendallville Public Library

Board Present:       Others Present:
Ray Scott, President                                                                      Katie Mullins
Don Ramsey                                                                                              Janice DeLong
Deb Blaine                                                                                                 Steve Garbacz-Kendallville News-Sun
Brandi Hicks, Secretary                                                                           Beth Munk
Jo Drudge, Treasurer                                                                               Ruby Hicks

Board Absent:
Sam Zollman
Linda Routsong, Vice President

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 June 11, 2019:** Deb Blaine made a motion to approve the board minutes from June 11, 2019. Don Ramsey seconded the motion and the motion passed.

IV. **Consideration of approval of board minutes from June 11, 2019 Executive Session:** Don Ramsey made a motion to approve the executive board minutes from June 11, 2019. Deb Blaine seconded the motion and the motion passed.

V.  **Report of Librarian:** The DLGF is looking at Senate Bill 1343 and working on how to interpret it. Budget meeting is in August and the AVGQ for the 2020 budget year is 3.5%. The auditors are finishing the audit and the exit conference will be on Thursday, July 11th. Summer reading numbers are looking great and the library’s goal should be met. The library hosted nearly eighty guests on the balcony for the July 4th Patriotic Pops concert.

VI. **Finances:**
A. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of $104,218.15 be paid. Brandi Hicks seconded the motion and the motion passed. Deb Blaine abstained.

B. **Building Updates:** The HVAC system at the Limberlost Branch has a leak in the refrigerant. The key card system has been updated. R&C Fencing has given an estimate on the fencing for the air unit and will be sending a drawing of the plans.

VII. **New Business:**
A. **Children’s Department Presentation:** Beth Munk discussed how children’s programs are intended to teach the kids learning skills they will use in life. While Beth explained which learning skills were taught in making slime, Ruby Hicks demonstrated how to
make it. Beth also explained the procedures of being on the ALA Board of Directors and how this helps public libraries.

B. **Unattended Children Policy:** Deb Blaine made a motion to approve the updated unattended children’s policy. Brandi Hicks seconded the motion and the motion passed. The updated policy will start August 1st.

C. **Organizational Structure:** Brandi Hicks made a motion to approve the updated organization structure. Don Ramsey seconded the motion and the motion passed.

VIII. **Unfinished Business:** There was no unfinished business discussed at this time.

IX. **Miscellaneous:** There were no miscellaneous items discussed at this time.

X. **Adjournment:** Don Ramsey made a motion to adjourn the board meeting at 6:58 P.M. Deb Blaine seconded the motion and the motion passed.

Submitted by Brandi Hicks, Secretary, KPL Board of Trustees