

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

Board Present:

Ray Scott, President  
Don Ramsey  
Deb Blaine  
Brandi Hicks, Secretary  
Jo Drudge, Treasurer

Others Present:

Katie Mullins  
Janice DeLong  
Steve Garbacz-Kendallville News-Sun  
Beth Munk  
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 11<sup>th</sup>. 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 4<sup>th</sup> 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 1<sup>st</sup>.
  - 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