

Kendallville Public Library Board of Trustees
Meeting Minutes
October 8, 2019 6:00pm
Meeting Rooms 1&2
Kendallville Public Library

Board Present:

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

Others Present:

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

Board Absent:

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 September 10, 2019:** Deb Blaine made a motion to approve the September 10, 2019 board minutes. Jo Drudge seconded the motion and the motion passed.
- IV. **Report of Librarian:** Shannon Grace has been hired in the Youth Services Department and the library is now fully staffed. The library is a member of the Kendallville Chamber and will be offering other chamber members a discount on copies and laminating. The in-house gaming equipment has been moved to the teen program area and will have scheduled hours for the equipment to be used. A staff member will monitor the program area during those hours, and this should help prevent any mischief. Katie Mullins reminded the board that the librarian reports are online and have some great information.
- V. **Finances:**
 - A. **Quarterly Financial Report:** Janice DeLong reported that there is twenty-two percent of the budget left for the last quarter of the year. She explained that normally the percentage is higher at the end of the year, since this is when the larger purchases usually happen. This year was a little different since the remodel at Limberlost Branch happened at the first of the year.
 - B. **Consideration of payment of bills:** Don Ramsey moved that bills in the amount of \$100,511.42 be paid. Jo Drudge seconded the motion and the motion passed.
 - C. **Building Updates:** Arrow Fence has added the fencing over the air units at Kendallville. The gates on the fence surrounding the dumpster have been replaced and will need to be stained.

- VI. New Business:**
- A. Approval of 2020 Budget:** Deb Blaine made a motion to approve resolution 2019-08. Don Ramsey seconded the motion and the motion passed.
 - B. Pest Containment Policy:** The Library Board reviewed a new Pest Containment Policy. Deb Blaine made a motion to approve the new policy. Sam Zollman seconded the motion and the motion passed.
 - C. Meeting Room Policy Review:** The Library Board reviewed the current meeting room policy with updates that included a timeline for making and receiving room deposits, eliminating the waiting period for making reservations in the next calendar year, and waiving room fees for Kendallville or Rome City Chamber of Commerce members 1 time per month. Don Ramsey made a motion to approve the updated policy, Sam Zollman seconded the motion and the motion passed.
- VII. Unfinished Business:** The board asked about the progress on the landscaping at the Limberlost Branch. Jill Dunkel will soon be meeting with Noble County Lawn to discuss quotes.
- VIII. Miscellaneous:** The board noticed some areas of concern in the library. The chairs and carpet in the kid's department were looking a little dirty and the stairway needs to be dusted.
- IX. Adjournment:** Don Ramsey made a motion to adjourn the board meeting at 6:55 p.m. Deb Blaine seconded the motion and the motion passed.

Submitted by Brandi Hicks, Secretary, KPL Board of Trustees