

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

Board Present:

Ray Scott, President  
Linda Routsong, Vice President  
Jo Drudge, Treasurer  
Brandi Hicks, Secretary  
Deb Blaine

Others Present:

Katie Mullins  
Janice DeLong  
Jenna Anderson

Board Absent:

Don Ramsey  
Sam Zollman

- 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. **2020 Annual Budget Public Hearing:** Ray Scott called the 2020 annual budget hearing to order at 6:01 p.m. No one from the public was present; Ray Scott closed the hearing at 6:02 p.m.
- IV. **Consideration of approval of board minutes from August 13, 2019:** Deb Blaine made a motion to approve the August 13, 2019 board minutes. Brandi Hicks seconded the motion and the motion passed.
- V. **Report of Librarian:** The Kendallville Library closed August 22 for staff in-service. The in-service was held at Sweetwater in Fort Wayne, with four other local libraries participating in a full day of leadership training. The day was sponsored by a Dekko grant, Friends of the Kendallville Public Library and the Kendallville Public Library. Increase of homelessness in the Kendallville area was discussed and what other community organizations are doing to educate themselves on this issue. Heidi Neu and Amanda Swartz have been hired to work at the Limberlost Branch. Beth Munk is interviewing for a Youth Services position.
- VI. **Finances:**
  - A. **Consideration of payment of bills:** Jo Drudge moved that bills in the amount of \$106,367.04 be paid. Linda Routsong seconded the motion and the motion passed.
  - B. **Building Updates:** Adam Brady will have four estimates on designs for the landscaping at the Limberlost Branch. Jill Dunkel will be meeting with Adam in October to discuss the designs. The air units in Kendallville have a new software update and this should fix the units from shutting down. Arrow Fence will be coming this week to install the new fencing above the air units. The Limberlost Branch has a refrigerant leak in one air unit

which will require a new line to be ran over the sidewalk and into the basement. The fence around the units will also be adjusted for this.

**VII. New Business:**

**A. Fine Free Collection:** Deb Blaine made a motion to add the outdoor games to the list of materials that accumulate late fees. The \$2.00 late fee per item, per day will start immediately. Jo Drudge seconded the motion and the motion passed.

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

**IX. Adjournment:** Linda Routsong made a motion to adjourn the board meeting at 6:34 p.m. Brandi Hicks seconded the motion and the motion passed.

Submitted by Brandi Hicks, Board Secretary