Kendallville Public Library Board of Trustees  
Meeting Minutes  
June 9, 2020  
Room A  
Kendallville Public Library

Board Present:  
Linda Routsong, President  
Jo Drudge  
Brandi Hicks, Secretary  
Don Ramsey  
Deb Blaine, Treasurer

Board Absent:  
Ray Scott  
Sam Zollman, Vice President

Others Present:  
Katie Mullins  
Janice DeLong  
Jenna Anderson  
Jacob Musselman-KPC News

I. **Call to Order:** President 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 May 12, 2020:** Don Ramsey made a motion to approve the board minutes from the May 12, 2020 meeting. Deb Blaine seconded the motion and the motion passed.

IV. **Report of Librarian:** The summer reading prize this year is a subscription to Hoopla and there will be two outside programs for patrons to participate in. The library will be having the parking lot paved but before that happens patrons will be invited to paint artwork in the lot. The library is still offering take & make projects, curbside and doorstep delivery.

V. **Finances:**  
A. **Consideration of payment of bills:** Jo Drudge moved that bills in the amount of $370,797.15 be paid. Brandi Hicks seconded the motion and the motion passed. Deb Blaine abstained.  
B. **Building Updates:** The parking lot at Kendallville will be paved and a new bike rack has been purchased. The landscaping renovation at Limberlost has started.

VI. **New Business:**
A. **Covid-19 Phase 6 Plans:** The library’s hours for Kendallville will be Monday and Wednesday nine to eight, Friday nine to five and Saturday will be nine to three. Tuesday and Thursday the library will be closed. The Limberlost hours will be the same, except for Wednesday will be nine to six. High touch areas will be cleaned at twelve, four and prior to closing and staff should wear gloves to protect themselves from the chemicals. Brandi Hicks recommended that staff read the back of the product for instructions on usage. The self-checkout should be cleaned more often. The floor should be marked at the circulation desk every six feet. The seating areas will be removed for now and the teen gaming room will stay closed until further notice. The staff should wash their hands often and keep distance from one another and any staff member that feels ill needs to stay home. The board discussed the staff and mental health and the pressure of dealing with patrons during this Covid-19 pandemic. Staff will be able to participate in the Rome City parade. Patrons will only be allowed one hour of computer time but may browse the stacks as long as they need. The board agreed that the current unattended children’s policy would still be fine at this time. Katie Mullins brought up some concerns she had with staff taking their vacation and personal time. Deb Blaine made a motion that staff needed to take half of their remaining time off by October 12, 2020. There could be some exceptions, but staff would need to get approval from Katie Mullins. Brandi Hicks seconded the motion and the motion passed.

B. **Board Appointments-Commissioners:** Jenny Ekovich and Anne Tipple will be joining the board next month replacing the openings for Jo Drudge and Don Ramsey. Jo and Don wanted the board members and staff to know they really enjoyed working with them and what a great job everyone is doing. There is still one board opening to replace Ray Scott, who is doing well, currently. This opening will be appointed by the County Council on July 6th.

VII. **Adjournment:** Don Ramsey made a motion to adjourn the board meeting at 7:05 P.M. Jo Drudge seconded the motion and the motion passed.

Submitted by Brandi Hicks.