Kendallville Public Library Board of Trustees Meeting Minutes
November 10, 2020
Large Meeting Room, Limberlost Branch

Board Present:
Linda Routsong, President
Sam Zollman, Vice President
Jeni Ekovich
Anne Tipple

Others Present:
Katie Mullins
Jenna Anderson
Sheryl Prentice, KPC News

Board Absent:
Brandi Hicks, Secretary
Deb Blaine, Treasurer
Beth Friskney

I. Call to Order: President Linda Routsong called the meeting to order at 6:15 P.M.

II. Public Forum: Sheryl Prentice of the News Sun asked about the Library Board appointment to the Kendallville Park Board. She was informed that Sam Zollman volunteered for the role.

III. Consideration of approval of board minutes from October 13, 2020: Sam Zollman made a motion to approve the board minutes from the October 13, 2020 meeting. Jeni Ekovich seconded the motion and the motion passed.

IV. Report of Librarian: The Foundation for the Kendallville Public Library approved a withdraw from the investment account to cover about 2/3 the cost of a new digital outdoor sign, approximately $26,000. Katie Mullins presented some statistical information to the board, comparing 2019 to 2020. Door count is down in October from the same month last year. It’s about 56% of the 2019 total. Meeting room reservations are up over last year. Tutoring sessions likely contributed to that amount. Circulations of print and non-print items are doing well. Circulation at the Limberlost Branch is up by 12 items over last year. Circulation at Kendallville was down by about 1700 items over last year. OverDrive is down, except for kids’ eBooks (likely due to eLearning). In April, OverDrive checkouts were over 1000, while they decreased a little over the last few months to 776 in October. Public computer use in Limberlost is comparable to last year. Computer use in Kendallville is about half of what it was in 2019. Transit (items shared or received from another library, or between KPL branches) items averaged about 2900 items per month. If we keep the average up, transits will be within 1,000 items of the 2019 total.

V. Finances:
   a. Consideration of payment of bills: Anne Tipple moved that bills in the amount of $107,683.50 be paid. Sam Zollman seconded the motion and the motion passed.
VI. New Business:
   b. Dress Code Policy: Sam Zollman moved to approve the dress code policy. Anne Tipple seconded the motion and the motion passed.
   c. Employee Conduct Policy: Anne Tipple moved to approve the employee conduct policy. Sam Zollman seconded the motion and the motion passed.

VII. Unfinished Business: None

VIII. Miscellaneous: None

IX. Adjournment: Jeni Ekovich made a motion to adjourn the board meeting at 7:21 P.M. Anne Tipple seconded the motion and the motion passed.

Submitted by Brandi Hicks.