Kendallville Public Library Board of Trustees
Meeting Minutes
October 13, 2020
Kendallville Public Library
Meeting Room D

Board Present:
Linda Routsong, President
Sam Zollman, Vice President
Deb Blaine, Treasurer
Brandi Hicks, Secretary
Anne Tipple
Beth Friskney
Jeni Ekovich

Board Absent: none

Others Present:
Katie Mullins
Janice DeLong
Jenna Anderson
Sheryl Prentice, Kendallville News-Sun

I. Call to Order: 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 September 8, 2020: Deb Blaine made a motion to approve the board minutes from September 8, 2020. Beth Friskney seconded the motion and the motion passed.

IV. Report of Librarian: Katie Mullins has been meeting with ILF weekly since the pandemic. ILF has been a great help keeping libraries updated on issues. The library has been awarded a Cares Act Mini-Grant for $1,400.00 to be used for pandemic related supplies, such as PPE and cleaning supplies. Katie mentioned that patron visits to the library are picking up and will share specific statistics next month, as requested.

V. Finances:
A. Quarterly Financial Report: Janice DeLong reviewed the third quarter budget amounts. AVC software will be replacing the current Banyon Data Systems accounting software. AVC has worked very closely with the State Board of Accounts to provide libraries with the information necessary to file reports and make audits run smoother.
B. Consideration of payment of bills: Brandi Hicks moved that bills in the amount of $108,312.72 be paid. Anne Tipple seconded the motion and the motion passed.

VI. New Business:
A. Approval of the 2020 Budget: Deb Blaine made a motion to approve resolution 2020-05. Anne Tipple seconded the motion and the motion passed.
B. **Personnel Dress Code Policy:** The board had a short discussion on staff wearing jeans, tennis shoes and library shirts for work. The board will revisit the dress code policy at the next board meeting.

VII. **Unfinished Business:**

A. **Miscellaneous:** The signature cards at Campbell and Fetter Bank were update with Deb Blaine as Treasurer. Brandi Hicks made a motion to approve resolution 2020-06. Sam Zollman seconded the motion and the motion passed.

VIII. **Adjournment:** Deb Blaine made a motion to adjourn the board meeting at 6:45 P.M. Jeni Ekovich seconded the motion and the motion passed.

Submitted by Brandi Hicks.