



Kendallville Public Library

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KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

October 20, 2022 at 6:00pm

Kendallville Public Library

Meeting Room C

- I. Call to Order
 - a. By: Anne Tipple
 - b. At: 6pm
- II. Public Forum
 - a. No one from the public in attendance
- III. Consideration of Approval of Minutes
 - a. Approved by: Kara Huelsenbeck
 - b. Seconded by: Beth Friskney
 - c. Motion carried by All
- IV. Report of the Librarian
 - a. Resignation by Brandi Hicks
 - i. Elect secretary pro tem for the remainder of 2022
 - ii. Pro Tem Secretary for this meeting Jeni Ekovich
 1. Motioned for approval: Deb Blaine
 2. Seconded by Beth Friskney
 3. Motion carried by All
 - b. New Holds process – FOL contributions (printer and bags)
 - i. Show sample
 - ii. The Board asked questions about the current Hold process. Asked how current process is not meeting privacy concerns. Asked how does including the entire first name and last name avoid privacy concerns? Interested in hearing about public feedback on new Hold process. Suggested suggestion/feedback box
 - c. Marketing Printer Issues
 - i. Three broken pieces
 - ii. Training was conducted with several staff members
 - d. New LB Hire: *Krista Duesler*



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- e. Bylaws for board need updated
 - i. Members of the Board suggested increasing the number of board members and forming a committee for bylaw review and updating
- V. Finances & Facilities
 - a. September Financials
 - i. Board presented with \$2,163,492.65 for September expenses that included \$2million transferred to CSB & \$68,265.63 partial for October expenses,
 - ii. Approval of Financials
 - 1. Motioned for approval by Deb Blaine
 - 2. Seconded by Beth Friskney
 - 3. Motion carried by All
 - b. Decal updates to front doors
 - i. Decals & updated door signage
 - 1. Distribute mockups
 - 2. Board only concern is decals holding up in weather if placed on outside of door. Shouldn't be a problem with overhang
 - 3. Board likes the new look
 - c. Roof Update
 - i. Could not find the original inspection report; called the local Kendallville office and spoke with Dave Lang, our past inspector
 - ii. He stated there would not be any damage noted because they do not inspect the roof only the support of it; would not have any details on nicks, etc.
 - iii. Scheduled a meeting with Mr. Yoder on October 24th
 - iv. Mark is working on an updated quote
 - 1. Sand, seal, and paint
 - v. Be prepared to front the cost
 - d. Elevator Maintenance
 - i. Hydraulic leak; \$8,762
 - 1. Needs to be addressed
- VI. Unfinished Business
 - a. Would like to invite a board member to join the Room Reservation Committee
 - b. Beth Friskney volunteered to join the committee
- VII. New Business
 - a. 2023 Budget Adoption



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- i. Mindy provided an explanation of the Budget process and how it applies to the library.
 - 1. Presented a PowerPoint presentation with key points for the Board members
 - ii. 2023 Budget is \$2,294,131
 - 1. Motioned for approval by Deb Blaine
 - 2. Seconded by Beth Friskney
 - 3. Motion carried by All
 - 4. Budget includes Rainy Day money to be used most likely for facility upgrades
 - b. 2023 Closing Dates
 - i. Vote to adopt the Closing Dates
 - 1. Motioned for approval by Deb Blaine
 - 2. Seconded by Kara Huelsenbeck
 - 3. Motion carried by All
 - c. Mileage Reimbursement
 - i. Resolution signed all in favor
 - ii. From 58.5 to 62.5 cents, 4 cent difference
 - d. Room Reservation
 - i. Resolution signed all in favor
 - ii. Room Reservations can be booked only 90 days out
 - e. Kleiman CD investment
 - i. Resolution signed all in favor
 - ii. Requires 2 of 3 people to invest and cash out upon maturity
- VIII. Miscellaneous
 - i. none
- IX. Adjournment
 - i. Motioned for approval by Deb Blaine
 - ii. Seconded by Beth Friskney
 - iii. Motion carried by All

The next regular meeting will be held Tuesday, November 8 at Limberlost in the Large Meeting Room.