

**Kendallville Public Library Board of Trustees**

**Executive Session Meeting Minutes**

April 19, 2022

Kendallville Public Library

Board Room

**Board Present:**

Sam Zollman, President  
Anne Tipple, Vice President  
Deb Blaine, Treasurer  
Brandi Hicks, Secretary  
Jeni Ekovich  
Kara Huelsenbeck

**Board Absent:**

Beth Friskney

**Others Present:**

Mindy Patterson  
Nora Hicks

- I. **Call to Order:** Sam Zollman called the meeting to order at 6:09pm
- II. **Public Forum:** Nora Hicks commented that she likes the play area in the children's department and gave Miss Tracey a thumbs up!
- III. **Consideration of Approval of Minutes**
  - a. **Executive Sessions**
    - i. **March 8 & March 9**
      1. Anne Tipple motioned to approve, and Deb Blaine seconded the March 8<sup>th</sup> Executive Session minutes
      2. Jeni Ekovich motioned to approve and Kara Huelsenbeck seconded March 9<sup>th</sup> Executive Session minutes
    - b. **Library Board of Trustees Meetings**
      - i. **March 8<sup>th</sup> and 15<sup>th</sup>**
        1. Anne Tipple motioned to approve, and Deb Blaine seconded the minutes of the March 8<sup>th</sup> and March 15<sup>th</sup> meetings' minutes
  - IV. **Report of the Librarian: New Executive Director, Mindy Patterson, shared her progress in the following:**
    - a. **Credit Card-** will be changing accounts to a 'municipality account'; the current credit card is a 'small business' credit card attached to and influenced by the account holders' credit score, changing accounts will provide more checks and balances so that neither the director nor the library is financially entangled by the other in this regard
    - b. **Internal Controls-** will be moving personnel files to a locking cabinet; the current cabinet's lock is broken

- c. **Safe-** Mindy will be ordering a safe to hold the Treasurer's stamp as well as other important documentation; the Executive Director and the Finance Manager will be the only two to have access to opening the safe
- d. **Finance Manager Job Description-** Mindy wants to learn the AVC software program, reorganize the flow of the business office, and set up written workflows before advertising, hiring, and onboarding this position; perceives it will be a 20-hour part-time position
- e. **Health Insurance-** Mindy and Deb Blaine will work together prior to the renewal of the employees' health insurance plan to seek the possibility of lower rates, premiums, and deductibles

**V. Finances & Facilities**

- a. **Consideration of Payment of Bills-** Anne Tipple moved that bills in the amount of \$115,799.24 be paid. Deb Blaine seconded the motion, and the motion was approved.
- b. **Authorized signers-** signatures were collected to finish the Certificate of Beneficial Owners for the library and it's foundation; Mindy will submit the documentation to Campbell & Fetter Bank
- c. **Payroll Services-** Mindy updated the board on the progress of Butler CPA, some minor hiccups but now that tax season is over there will time to improve pay stubs so that staff can see their PTO balances

**VI. New Business**

- a. Mindy requested the signature of one Library Board Officer for remittance of the quarterly PLAC report
- b. Mark Thaler, Maintenance Manager, has obtained a quote from Ranger Materials to resurface the Limberlost Parking lot; in addition, a local business uses our side lot for their customer and employee parking, Mark proposes to ask said business to contribute towards the cost. The shared lot is 20% of our overall parking and if they shared 50% of the cost on that side of the building then their share would be \$310.90.
  - i. Total Quote: \$3,109; Shooky's Contribution: \$310.90
  - ii. Brandi Hicks and others recommend finding a comparative quote as the \$3,109 seems high
    - 1. Suggested company for comparison- Murray Enterprises, (260) 438-9093

**VII. Unfinished Business:** none to report

**VIII. Miscellaneous**

- a. Mindy presented the board with their invitations to the Kleiman Banquet

- b. The board asked how preparations were going for Summer Reading and Mindy will schedule a check-in with programmers
  - c. The website was not working properly on April 19<sup>th</sup>, 2022 and Mindy will be contacting Communico about possible API updates
- IX. **Adjournment:** Deb Blaine moved to adjourn at 6:59pm and Brandi seconded the motion, the motion was approved.

The next regular meeting will be held Tuesday, May 10 at 6:00pm at the Limberlost Public Library in the Large Meeting Room.