

**Kendallville Public Library Board of Trustees**  
**Meeting Minutes**  
December 14, 2021  
Kendallville Public Library, Meeting Room C

**Board Present:**

Sam Zollman, President  
Anne Tipple, Vice President  
Kara Huelsenbeck  
Jeni Ekovich

**Board Absent:**

Deb Blaine, Treasurer  
Beth Friskney  
Brandi Hicks, Secretary

**Others Present:**

Katie Mullins  
Janice DeLong  
Sheryl Prentice, Kendallville News-Sun  
Chad Jackson  
David Lang  
Dunia Campos, Casa de Oración  
Salvador Espinoza, Casa de Oración

- I. **Call to Order:** Sam Zollman called the meeting to order at 6:02 P.M.
- II. **Public Forum:** No one from the public spoke at the public forum.
- III. **Casa de Oración Request:** Representatives of Casa de Oración, Dunia Campos and Salvador Espinoza, requested an easement on library property for a gas line to be connected to the church. The line had been disconnected after Dr. Flenar had closed his office. The representatives of the church explored the use of electric heat or changing the furnace to propane and neither of these options were cost effective. The board members will set a special meeting and invite Mike Yoder, library attorney.
- IV. **Consideration of approval of board minutes from November 9, 2021:** Jeni Ekovich made a motion to approve the board minutes from November 9, 2021. Sam Zollman seconded the motion and the motion was approved.
- V. **Report of Librarian:** Stacey Bottjer was hired in the circulation department. Pictures were taken of the roof of the Kendallville building via drone and they showed the issues are indicative of a manufacturing defect. The repair will be scheduled for this spring or summer of 2022. While we have word from the contractor that the cost will be covered by the manufacturer we do not yet have it in writing. The Christmas market was a success, sixty vendors and over five hundred customers attended. The lights for the saltwater fish tank have been installed and the fish should be arriving next week. State Senator Glick visited the last directors meeting to share what issues are coming up in the next legislative session.

**VI. Finances:**

- A. Consideration of payment of bills:** Ann Tipple moved that bills in the amount of \$408,566.06 be paid. Jeni Ekovich seconded the motion and the motion passed.

**VII. New Business:**

- A. Compensation Committee Report:** Ann Tipple made a motion to approve the new salary schedule taking effect the second payroll of January 2022. Kara Huelsenbeck seconded the motion and the motion passed.

- B. Long-Range Plan:** Jeni Ekovich made a motion to approve the long-range plan. Ann Tipple seconded the motion and the motion passed.

- C. Resolution 2021-07:** Jeni Ekovich made a motion for a one-time pay adjustment. Kara Huelsenbeck seconded the motion and the motion passed.

**VIII. Unfinished Business:**

- A. Meeting Room Policy:** Kara Huelsenbeck made a motion to approve the new meeting room policy, effective January 3, 2022. Ann Tipple seconded the motion and the motion was approved. Kara Huelsenbeck made a motion to change the name of account 802 Deposit Pass-Through to 811 Deposit Pass-Through for meeting room deposits. Jeni Ekovich seconded the motion and the motion was approved.

- B. COVID-19:** The board did not feel a need to adjust library procedures, at this time, pertaining to COVID-19 outbreaks.

**IX. Miscellaneous:** There was no miscellaneous business reported at this time.

**X. Adjournment:** Ann Tipple made a motion to adjourn the board meeting at 7:15 P.M. Kara Huelsenbeck seconded the motion and the motion was approved.

Submitted by Secretary Pro-Tem Jeni Ekovich.