



Kendallville Public Library

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KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

August 9, 2022 at 6:00pm

Limberlost Branch

Large Meeting Room

I. Call to Order

- a. Called to order by Sam Zollman @ 6:08pm
- b. Attending
 - i. Sam Zollman
 - ii. Debbie Blaine
 - iii. Kara Huelsenbeck
 - iv. Beth Friskney
- c. Absent
 - i. Anne Tipple
 - ii. Brandi Hicks
 - iii. Jeni Ekovich

II. Public Forum

- a. No one from the public

III. Consideration of Approval of Minutes

- a. Moved by Kara, 2nd by Beth, all in favor

IV. Report of the Librarian

- a. Summer Reading was a success
- b. Positive feedback for the “swag”, youth loved the programs
- c. Will build upon for next year

V. Finances & Facilities

- a. Board presented with \$134,874.94 for July expenses & \$16,525.30 partial for August expenses. Beth motioned to approved, Kara 2nd the motion, all in favor
- b. Mindy gave the board an update regarding the roof concern, contractor & warranty company viewed the roof in person and will provide Mindy with an answer on repairs. Sam asked when the warranty ends if the manufacturer would acknowledge with documentation that the Library is doing due diligence and honor the timeline if the matter isn't addressed prior to warranty expiration. Consider involving attorney for legalities.



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- c. Mindy presented quote to install handicap button on outside and to install badge readers on doors at Limberlost. Quote presented for all 3 doors is \$9,366.
- d. Board would like to see another quote for Handicap installation but agreed to install badge reader for staff for safety and eliminate the possibility of re-keying the building due to keys not being returned

VI. New Business

- a. Room Rental Policy – Mindy presented recommended changes to the Room Policy due to recent events and concerns.
- b. Board agreed the rooms are important to the public and the library should keep rooms available, just find a safe way
- c. Mindy to present a checklist with expectations for patrons to sign to rent the rooms. More strict guidelines regarding deposit returns and after hours use.
- d. Will continue to work on a policy that protects the Library and still allows patron use.
- e. Limberlost to participate in Chautauqua parade – board would like Library to remain open for patrons.
- f. E-Rate form presented to board for signature
 - i. Deb motioned to approve
 - ii. Kara 2nd the motion, all in favor
- g. Committee formed to discuss and review staff wage increases for 2023
- h. 2023 budget hearing request by Mindy for 9/13/2023
 - i. Deb motioned to approved hearing
 - ii. Beth 2nd the motion, all in favor

VII. Unfinished Business

- a. Transition of banks – things moving along well, hope to be transitioned in September
- b. Board President signed Oath of Office

VIII. Miscellaneous

- a. Reminder Library closed August 10th from 9am-2pm for staff training but will reopen at 2pm

IX. Adjournment

- a. Meeting adjourned 7:24pm
 - i. Kara motioned
 - ii. Beth 2nd

The next regular meeting will be held Tuesday, September 13 at Kendallville in Room C.