KENDALLVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 12, 2022 at 6:00pm
Kendallville Public Library
Meeting Rooms 1 & 2

I. Call to Order
   a. Anne called meeting to order at 6:04pm

II. Public Forum
   a. No one from the public attended

III. Consideration of Approval of Minutes
   a. Deb Blaine moved to approve
      i. Kara 2nd the motion
      ii. All in favor

IV. Report of the Librarian
   a. New Contract to out-source janitorial services; may move to do the same for KPL
   b. Lots of programs underway
   c. Asked board about circulation stats; board agreed a couple times a year would be good to see a comparison

V. Finances & Facilities
   a. Passed around June financials, partial of July financials'
   b. Someone from shingle manufacturer is coming to look at the roof, there is a warranty in place
   c. No schedule for resurface of parking lot at Limberlost
   d. Patron asked about painting the concrete base of a lamp post at LB; it is easy to back into it; board agreed it should be painted

VI. New Business
   a. Half-day Inservice
      i. First choice – Wednesday, August 10th • Board approved closure with an opening at 2pm
         1. Motion moved by Kara
         2. 2nd by Beth
         3. All in favor
4. FOL to cater lunch  
   ii. Second choice – Monday, September 19th  
b. KPL Staff Parking Lot  
   i. Staff asking about Staff Only parking area due to safety concerns, board agreed to paint area near staff entrance with letters “Staff Parking Only”  
c. State Historical Society Compliance Letter  
d. Health Insurance  
   i. Deb Blaine  
   ii. Paychex  
   iii. DirectClinix  
   iv. Mindy is working on quotes and applications; Discussed signature care, Direct Clinic & HSA vs FSA accounts; More information to come  
e. Paychex- tabled for future discussion  
   i. HR Solutions  
   ii. Timecard  
   iii. Payroll  
f. Email truncation  
   i. @kenlib.org  
   ii. Deb made motion to adopt new truncation  
   iii. Beth 2nd  
   iv. Anne moved to approve  
   v. All in favor  
g. LB Version of the LOGO  
   i. Swag purposes: additional version of Logo to include LB  
   ii. Beth asked for the word “Library” to be included, all agreed  

VII. Unfinished Business  
a. Banking  
   i. Community State Bank  
      1. June monthly statement still missing, able to obtain temp copy from bank  
      2. Beth stated CSB is great, Deb was concerned about long standing relationship with CBF. Differing opinions but customer service was of importance to board  
         a. Beth motioned to move banking to CSB  
         b. Deb 2nd
c. All in favor
b. Fetter Construction
   i. Eric from FC called and a rep from Sherwin Williams (company responsible for warranty repair) will be here on August 1st to inspect and determine liability

VIII. Miscellaneous
   a. Board bylaws need to be updated
   b. Limberlost front door is not handicap accessible
      i. Quote presented $8-10k
      ii. Questioned if another company was available
      iii. Tabled for another month

IX. Adjournment
   a. Anne motioned to adjourn at 7:41pm
   b. Kara 2nd
   c. All in favor

The next regular meeting will be held Tuesday, August 9 at the Limberlost Branch at 6pm.