



Kendallville Public Library

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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 lamppost 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



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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



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- 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.