

Kendallville Public Library Board of Trustees

Meeting Minutes

November 9, 2021

Large Meeting Room

Limberlost Public Library

Board Present:

Sam Zollman, President

Deb Blaine, Treasurer

Brandi Hicks, Secretary

Beth Friskney

Jeni Ekovich

Board Absent:

Anne Tipple, Vice President

Kara Huelsenbeck

Others Present:

Katie Mullins

Janice DeLong

- I. **Call to Order:** Deb Blaine served as President pro tem for Sam Zollman until 6:30 when Sam arrived. Deb Blaine called the meeting to order at 6:00 P.M.
- II. **Public Forum:** No one from the public spoke at the public forum.
- III. **Consideration of approval of board minutes from October 12, 2021:** Brandi Hicks made a motion to approve the October 12, 2021, board minutes. Beth Friskney seconded the motion, and the motion was approved.
- IV. **Report of Librarian:** Fetters Construction is hiring a company to fly a drone above the Kendallville building to photo the damage on the roof. WaterOut will be cleaning the carpets while the library is closed for Veteran's Day. Meeting Rooms A & B, 1 & 2 and the meeting room hallway will not be cleaned since the carpet will be replaced in those areas. The fish tank has been installed in the entrance hall and the walls have been painted. The tank will be filled with water soon and then will need to set before the fish will arrive. Next weekend Santa will be visiting Limberlost. The Star newspaper did an article on how libraries in the 4-county area of NE Indiana are providing access to library materials for residents and students.
- V. **Finances:**
 - A. **Consideration of payment of bills:** Beth Friskney moved that bills in the amount of \$119,558.45 be paid. Brandi Hicks seconded the motion, and the motion was approved.
 - B. **Audit Update-Meeting Room Deposits:** Janice DeLong, Business Manager, requested the board approve Resolution 2021-06 which allows for meeting room cash deposits to be deposited into the bank rather than being held within the library prior to a reservation. Jeni Ekovich made a motion to approve Resolution 2021-06. Beth Friskney seconded the motion, and the motion was approved.
- VI. **New Business:**
 - A. **2022 Holiday Closing:** Jeni Ekovich made a motion to approve the 2022 Holiday schedule. Deb Blaine seconded the motion and the motion passed.

- B. Capital Assets Policy:** Deb Blaine made a motion to approve the new capital asset policy. Beth Friskney seconded the motion and the motion passed.
- VII. Unfinished Business:** There was no unfinished business discussed at this time.
- VIII. Miscellaneous:** Brandi Hicks mention that the basement did not seem very clean. The bathroom in Room D and the children’s program area needed extra attention. Brandi Hicks also inquired about additional school-age programming. Katie Mullins shared that there will be a home school program every first Monday of each month, an additional teen program has been added along with an elementary aged after school program.
- IX. Adjournment:** Deb Blaine made a motion to adjourn the board meeting at 7:11 P.M. Brandi Hicks seconded the motion, and the motion was approved.

Submitted by Brandi Hicks.