

Kendallville Public Library Board of Trustees
Meeting Minutes
October 12, 2021
Meeting Rooms 1&2
Kendallville Public Library

Board Present:

Sam Zollman, President
Deb Blaine, Treasurer
Brandi Hicks, Secretary
Kara Huelsenbeck
Beth Friskney
Jeni Ekovich

Board Absent:

Anne Tipple, Vice President

Others Present:

Katie Mullins
Janice DeLong
Jenna Anderson
Sheryl Prentice, Kendallville News-Sun

- I. **Call to Order:** Sam Zollman 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 August 12, 2021, Executive Meeting:**
Deb Blaine made a motion to approve the August 12, 2021 executive board meeting minutes. Beth Friskney seconded the motion and the motion passed.
- IV. **Consideration of approval of board minutes from September 14, 2021:** Brandi Hicks made a motion to approve the September 14, 2021 board minutes. Beth Friskney seconded the motion and the motion passed.
- V. **Report of Librarian:** Beth Friskney will be presenting at the library's first session of the Ask the Expert series. This session will focus on local authors and the publishing process. Beth is the author of *R is for Rome City*, published in 2015. Beth briefly explained the process of how her book started and why it was published. The library has hired three new staff members, Mary Graber is the new Youth Services Manager, Katie Woodward has been hired as the Marketing Specialist, and Megan Benjamin will be starting as a Circulation Clerk working two nights a week and weekends. Grace Boszor has transferred from the Circulation Department to the Adult Services Department, the library will be hiring someone to replace her in the Circulation Department. The new saltwater tank will be starting soon, Mark Thaler has been prepping the area for installment. New patron counters were installed mid-September and will allow the library to monitor data that will help with scheduling staff and show how the library is being used. For example, patrons using WiFi in the library or outside the front doors and if the patrons are only using the meeting rooms and not entering into the library proper.
- VI. **Finances:**
 - A. **Quarterly Financial Report:** Janice DeLong reported the library budget is looking good, there is thirty three percent of the budget left for the year. The library has spent

\$17,518.94 less in the third quarter of 2021 compared to last years third quarter, the difference is in personal services and materials.

- B. Consideration of payment of bills:** Deb Blaine moved that bills in the amount of \$82,360.41 be paid. Jeni Ekovich seconded the motion and the motion passed.
- VII. New Business:**
- A. Orange Boy Campaign:** Jenna Anderson presented how the library is using Orange Boy for a new patron campaign in an attempt to keep them active and how to connect with inactive patrons via email. Using the software, the library can also look at the district and see which households do not have library cards but have young children. This allows us to then send mailings out to these households advertising services & programs.
 - B. Approval of 2022 Budget:** Deb Blaine made a motion to approve the 2022 budget. Beth Friskney seconded the motion and the motion passed.
- VIII. Unfinished Business:**
- A. Roof:** No update to share regarding the roof repair.
 - B. Audit:** Janice DeLong received a questionnaire in late August from the accounting firm but has not heard anything since.
- IX. Miscellaneous:** No miscellaneous business was discussed at this time.
- X. Adjournment:** Deb Blaine made a motion to adjourn the board meeting at 6:38 P.M. Jeni Ekovich seconded the motion and the motion passed.

Submitted by Brandi Hicks.