



# Kendallville Public Library

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**KENDALLVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES EXECUTIVE SESSION**

April 11, 2023 at 6:00pm  
Kendallville Public Library  
Rooms 1&2

**KENDALLVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES Minutes**

April 11, 2023 at 6:00pm  
Kendallville Public Library  
Rooms 1&2

Absent: Beth Friskney and Jeni Ekovich

- I. Call to Order
  - a. Secretary Pro-Tem: Kara Huelsenbeck
- II. Public Forum
  - a. None
- III. Consideration of Approval of Minutes
  - a. Motion to approve March 14 minutes as-is: Dustin Fry
  - b. Seconded by: Kara Huelsenbeck
  - c. Approved by all
- IV. Report of the Librarian
  - a. Kleiman Ceremony – April 20<sup>th</sup> at the CLC (pass out invites)
    - i. Invite board members to tour the library with the Kleiman family at 2:30pm
  - b. SB12 Update – refer to email, may have to change some classifications depending on the the bill outcome. Questions about how books are currently classified – Staff knowledge and expertise along with recommendations from Publishers journals.
  - c. May – Selection of officers
    - i. Board decided to do within current meeting
      1. President: Sam Zollman
        - a. Motion to approve: Deb Blaine
        - b. Seconded by: Kara Huelsenbeck



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2. Vice President: Anne Tipple
    - a. Motion to approve: Kara Huelsenbeck
    - b. Seconded by: Deb Blaine
  3. Treasurer: Deb Blaine
    - a. Motion to approve: Dustin Fry
    - b. Seconded by: Kara Huelsenbeck
  4. Secretary: Kara Huelsenbeck
    - a. Motion to approve: Dustin Fry
    - b. Seconded by: Deb Blaine
  - d. Ron Stratman, KPL Housekeeper of 27 years, retired March 30 – will retain as a contract handyman
- V. Finances & Facilities
- a. Motion to approve Financials; March Financials – Deb Blaine, Seconded by Dustin Fry; partial April financials by Deb Blaine Seconded by Dustin Fry
  - b. Bank Bailouts
    - i. FDIC – insures up to \$250,000
    - ii. Through Indiana’s Public Deposit Insurance Fund (PDIF) we should have coverage for all funds
  - c. Roof
    - i. Cincinnati Insurance Senior Claims Specialist, Shaun Smith, stopped in on April 4<sup>th</sup> for a brief, visual inspection of the roof
    - ii. Mr. Smith will be hiring a specialist to inspect for hail damage; if he does not hire a Roofing Engineer and determines that the damage is not hail related then I recommend hiring a Roofing Engineer, dependent on the advice of Mr. Yoder (attorney)
  - d. Foundation
    - i. Structural Engineering Services, LLC out of Huntertown came highly recommended by other directors; they also have an A+ rating with the BBB
    - ii. Scheduled to survey/inspect on Wednesday, April 19
  - e. Limberlost restroom drainage pipes
    - i. We are trying something prior to spending hundreds of dollars; Mark has done further research and contacted more contractors/plumbers for advice; he is sweep/vacuuming the rust particles out of the P-Trap and then making sure the drain is filled with water to keep the sewage gases



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at bay; the key is getting the rusted particles out – we can do this and then I recommend building a more exploratory approach into next year's budget

- f. Binding Review
    - i. Based on the results of the Roof and the Foundation inspections it may be prudent to go into binding review this year
    - ii. It would be more of a hassle to go into binding review this budget season (explain to the board what this would look like)
  - g. Board asked about number of servers, dual authentication and Staff using library laptops at home.
- VI. Unfinished Business
- a. Capital Assets – Tabled while we research it
  - b. Director's Salary = \$ 67,600/April 11, 2023 – December 31, 2023
    - i. Resolution signed; Resolution #- unanimous agreement
- VII. New Business
- a. ENA renewal hit a snag – EN School corporation reported to EPC a lower number than what EPC reports as their peek number of free and reduced lunches, etc.
    - i. Because of this both the school system and KPL will only be receiving a 70% E-Rate discount instead of an 80%
    - ii. School has been approached twice by AdTech to amend their numbers but they refuse
    - iii. So, AdTech had to file our paperwork by the deadline; once accepted they will appeal for an adjusted rate; it's about a \$5,712 difference for us
  - b. Looking into a consultation with Baker & Tilly regarding bond
  - c. Courier changed by State Library
  - d. Will be looking into several community resources/Programs to see if they are a good fit for our Library
    - i. Dolly Parton – Imagination Library
    - ii. Civil Legal Help Kiosks – Sponsored by the Indiana Bar Foundation
    - iii. Indiana Library Passport Program
  - e. Summer Reading preparation in full swing
- VIII. Miscellaneous
- a. Shared 1<sup>st</sup> Amendment audio recording
- IX. Adjournment
- a. Motion by Kara Huelsenbeck



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b. Seconded by: Deb Blaine

The next regular meeting will be held Tuesday, May 9 at the Limberlost Branch at 6:00pm in the Large Meeting Room.