



Kendallville Public Library

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KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting Notice & Agenda

August 8, 2023 at 6:00pm

Kendallville Public Library

Meeting Rooms 1&2

Attending

Anne Tipple, Vice President
Deb Blaine, Treasurer
Kara Huelsenbeck, Member-At-Large
Dustin Fry, Member-At-Large
Beth Friskney, Member-At-Large

Not Attending

Sam Zollman, President
Jeni Ekovich, Member-At-Large

- I. Call to Order
- II. By: Anne Tipple at 6:02pm
- III. Public Forum
 - a. none
- IV. Consideration of Approval of Minutes – with exception to Treasurer name misspelled
 - a. Motion to approve made by: Deb Blaine
 - b. Motion seconded by: Dustin Fry
 - c. All approved
- V. Report of the Librarian
 - a. Summer Reading
 - i. Great participation from community
 - ii. FOL supported staff reading
 - b. Statistics
 - i. Library IQ
 - c. Incident Report
 - i. mother and child in YS
 - ii. Prompted changing the bin where the blocks are kept and improving the first aid kits to include ice packs
- VI. Finances & Facilities



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- a. Finances
 - i. July Finances
 - 1. Motion to approve made by: Dustin Fry
 - 2. Motion seconded by: Beth Friskney
 - 3. All approved
 - ii. August partial Finances
 - 1. Motion to approve partial August finances made by: Deb Blaine
 - 2. Motion seconded by: Beth Friskney
 - 3. All approved
 - b. Facilities
 - i. Mr. Young will be removing the tree at Limberlost the last week of August unless he has a break in his schedule.
 - ii. Water treatment scheduled but a broken valve needs fixed before treatment
 - iii. Library Van needed a new battery, changed out 8/8/2023
- VII. Unfinished Business
- a. Policy's
 - i. Policy's that presented at board meeting are now with Attorney office of Jessup/Yoder and should be ready to present to board next month
 - ii. Internal Control policy presented and board was asked to form a committee for review. Dustin Fry will head the committee.
 - iii. Board agreed Executive Director and/or Board President are the only ones able to sign a contract. Staff are not authorized to sign any contracts.
 - b. Audit
 - i. *"The audit has made it through our internal review process. I have some comments left that I will take care off first and get those cleaned up. I have not dived into the comments yet, so there may be one in which I will need to reach out for further support or information form you for. Once I complete this, I will reach out about getting the exit conference schedule. We will perform this conference via a Teams Call and we ask that one board member to be present for this as well."*
 - c. Architectural Firms



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- i. We have interviewed multiple firms and plan to schedule presentations at board meetings for September and October
 - 1. OMS, MSKTD & Associates, and MOAKE Park are our top three choices thus far
 - d. 2024 Budget
 - i. Met with the County Council on Monday
 - 1. Introduced ourselves; discussed the process moving forward to submit our 2024 budget; as of September 1st it will be turned over to County Auditor's office (Shelley Mawhorter)
 - 2. It will have a published hearing date of September 5 and a vote-in date of October 2nd
 - a. Melissa, Lissa Huntingon and I plan on attending those meetings
- VIII. New Business
 - a. SIGN: State Consortium's E-Rate Resolution
 - i. Motion to approve by: Deb Blaine
 - ii. Motion seconded by: Kara Huelsenbeck
 - b. CHATAUQUA DAYS: propose to close the building at noon for staff to prepare for the parade
 - i. Motion to approve by: Beth Friskney
 - ii. Motion seconded by: Deb Blaine
- IX. Miscellaneous
 - a. September Board meeting will have 2 presenters
 - i. One – Architectural Firm
 - ii. Attorney, Mr. Patrick Jessup – revisit the policies he's been drafting on our behalf
 - b. Dustin Fry made a motion to refer the Internal Control's policy to Board committee with consultation with Executive Director and Board President.
 - i. Motion to approve by: Dustin Fry
 - ii. Motion seconded by: Deb Blaine
- X. Adjournment @ 7:30pm
 - a. Motion to adjourn made by: Dustin Fry
 - b. Motion seconded by: Deb Blaine
 - c. All in favor



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The next regular meeting will be held Tuesday, September 12, 2023 at the Kendallville Public Library at 6:00pm in Meeting Rooms 1&2.