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 kids to include ice packs
VI. Finances & Facilities
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
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
The next regular meeting will be held Tuesday, September 12, 2023 at the Kendallville Public Library at 6:00pm in Meeting Rooms 1&2.