KENDALLVILLE PUBLIC LIBRARY
July 11, 2023 Minutes
Kendallville Public Library
Meeting Rooms 1&2

Attending: Sam Zollman, Deb Blaine, Dustin Fry, & Jeni Ekovich

I. Call to Order
   a. By: Sam Zollman    At:  6:02pm

II. Public Forum
   a. Unrepresented

III. Consideration of Approval of Minutes
   a. Motion to approve made by: Dustin Fry
   b. Motion to approve seconded by: Deb Blaine
   c. All in favor

IV. Report of the Librarian
   a. Architectural Firms
      i. Met with KrM and OMS (Odle, McGuire, & shook); scheduling two more introductions with MSKTD & Moake Parke
      ii. Once list down to 2 possible firms, will present to board
   b. Met with Mike Yoder
      i. Kendallville Foundation – Endowments
      ii. Kendallville Corporation – leases the building to the Library
      iii. Kenallville Library

V. Finances & Facilities
   a. Finances
      i. Approval of June Finances
         1. Motion to approve made by Deb Blaine
         2. motion to approve seconded by Dustin Fry
      ii. Approval of partial July Finances
         1. Motion to approve made by Dustin Fry
         2. Motion to approve seconded by Deb Blaine
b. Facilities
   i. We will be removing a dead tree from Limberlost property this month or
      next month – quote of about $3000
   ii. Boiler water needs testing, have hired a firm to help get water at correct
       levels and then Mark will manage

VI. Unfinished Business
   a. Budget
      i. Melissa and Mindy attended a 2024 Budget Workshop in Plainfield, IN
         last Friday
      ii. Not a lot of work left to do on the budget; have a meeting scheduled with
          DLG Rep, George Helton
          1. BOND + Rainy Day Fund = Binding Review = deadlines in August
             and September
          2. Deadline to be moved up since County Council will approve budget
             for 2024, not Library Board Members
   b. Door at Limberlost –
      i. Vocational Service unable to accommodate the complete change of door
         but ordered the wedge for back door.

VII. New Business
   a. Looking into using Amazon Omnia Partners service
      i. Dustin Fry moves to Authorize Executive Director to join or decline and
         report back to board at August Meeting
      ii. Motion to approve seconded by: Jeni Ekovich

VIII. Miscellaneous
   a. Internal Controls Policy – will be coming after the audit wraps up
   b. Board suggest Policy’s on a review cycle once approved
   c. Board asked about current staff openings, none at this time
   d. Board asked How’s Summer Reading going? Very good!
   e. Briefly discussed Service Animals memo sent from SBOA – Mindy working on
      making sure staff have appropriate questions if required to approach Patron
      with a service animal.

IX. Adjournment
   a. Motion to close meeting at 6:49pm made by Dustin Fry
   b. Motion to approve seconded by Jeni Ekovich
   c. All in Favor
The next regular meeting will be held Tuesday, August 8 at the Kendallville Public Library at 6:00pm in Meeting Rooms 1&2.