



# Kendallville Public Library

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## 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



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- 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



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The next regular meeting will be held Tuesday, August 8 at the Kendallville Public Library at 6:00pm in Meeting Rooms 1&2.