



Kendallville Public Library

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KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting minutes

June 13, 2023 at 6:00pm

Kendallville Public Library

Meeting Rooms 1&2

Attending: Sam Zollman, Jeni Ekovich, Kara Huelsenbeck, Beth Friskney, Anne Tipple, Dustin Fry & Deb Blaine

- I. Call to Order
 - a. By: Sam Zollman
 - b. At: 6 pm
- II. Public Forum
 - a. No one attended
- III. Consideration of Approval of Minutes
 - a. Motion to approve made by: Dustin Fry
 - b. Motion to approve seconded by: Kara Huelsenbeck
 - c. All in favor
- IV. Report of the Librarian
 - a. Financial Audit ongoing by Crowe
 - i. Unsure of cost but will ask
 - b. Summer Reading
 - i. FOL supporting Staff Summer Reading
 - c. Collaborated with Life & Family Services to host a health fair. Various vendor around the community participated.
 - d. Trunk sale had a good turnout, positive feedback
 - e. CLC collaboration with Farmers Market, Library does 1 Saturday a month
 - f. Floater and Adult Services Assistant resigned, positions posted
 - g. Supported staff member with loss of a family member
- V. Finances & Facilities
 - a. Finances



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- i. Motion to approve May Finances made by: Anne Tipple
 - ii. Motion seconded by: Beth Friskney
 - iii. All in favor
 - iv. Motion to approve partial June Finances made by: Deb Blaine
 - v. Motion to seconded by: Anne Tipple
 - vi. All in favor
- b. Facilities
- i. ELEVATOR
 1. Control board went out due to bad part, waiting for new board
 - ii. HVAC
 1. DAMPER: We have a damper that has a broken internal mechanism in the Adult Department; Mark is not able to take the damper apart; a service call to TCS will have to be made; a part will have to be ordered and replaced; cost is unknown at this point in time
 2. BOILER: We have an unexpected repair pop up with the boiler; our contract with a water treatment company had expired two years ago; Mark assumed we were still under contract through TCS but we are not; because it was never picked back up our water here at KPL has not been sampled and treated for two years; this caused a possible buildup of minerals in the primary boiler and it shut down; it is under warranty but because we did not have the water samples and treatment to back up the claim we are paying part of the repair; the full warranty does not apply; we picked back up the water contract for the remainder of this year and will be searching for a cheaper company for next year
 - iii. KPL ROOF
 1. Apex Roofing, LLC from Michigan came down and inspected the roof; they are drafting a repair and seal quote that will include an annual service package; they don't recommend replacing just fixing
 - a. Business checked out online to be reputable
 - b. Board seemed interested in pursuing roof maintenance package for KPL and LB



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- c. Board member asked about references and what kind of warranty do they provide with their repair
 - iv. LB BACK DOOR
 - 1. Ramp for staff member
 - 2. Possible replacement of backdoor including an electronic door opener
 - 3. Mindy will be meeting with vocational service, Deb asked to be notified of the date.
- VI. Unfinished Business
 - a. Policies are currently being drafted by Jessup of Yoder and Jessup
- VII. New Business
 - a. Oak Farm Montessori is asking if we could be an off-site evacuation center for parents; the children would be relocated to the CLC and Parents would be directed to come to the Library, wait for pickup instructions, etc. Board supports the Library to act as an evacuation center.
 - b. Mark acts as more than a Maintenance Manager and I just think it is more fitting to title him as Facilities Manager; <https://ftmaintenance.com/maintenance-management/comparing-maintenance-management-facility-management/> . Mark's title change was motioned to approve by Beth Friskney and 2nd by Anne Tipple.
 - c. Board approved hiring a Maintenance
 - d. I need to utilize Brittany Leath as more of an Assistant Director than a Support Services Manager; see the proposed organizational chart
 - 1. Tabled for future conversation
 - e. Organization Chart
 - 1. Tabled for future conversation
- VIII. Miscellaneous
 - a. Board agreed to move forward with Bon issuance
 - b. Mindy to work on list of architectures, Baker Tilly was supposed to send a list but haven't
 - i. Would like Mark's opinion of architects
 - ii. Once 2 firms have been identified and look like viable candidates, board will meet them
- IX. Adjournment
- X. Motion to close @7:30pm



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- a. By Deb Blaine
- b. Seconded by Anne Tipple