



# Kendallville Public Library

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## KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting Minutes

August 13, 2024

Kendallville Public Library

Meeting Room C

	Attended	Not in Attendance
1. Sam Zollman, President	1. x	1.
2. Anne Tipple, Vice President	2. x	2.
3. Deb Blaine, Treasurer	3.	3. x
4. Kara Huelsenbeck, Member-At-Large	4. x	4.
5. Dustin Fry, Member-At-Large	5. x	5.
6. Jeni Ekovich, Member-At-Large	6. x	6.

- I. Call to Order
  - a. By Sam Zollman at 6:05 pm
- II. Public Forum
  - a. Patron brought book titles to the attention of the Board of Trustees regarding content in Teen books. Asked questions regarding the collection, shared her concerns, and asked how titles were selected. The Executive Director explained that titles are chosen based on professional resources. ED also explained the process of challenging a book and provided the information for her to review and the form to complete.
- III. Bond Hearing – no public appearance or comments
  - a. Adoption of Additional Appropriation
    - i. Motion to approve made by: Kara Huelsenbeck
    - ii. Seconded by: Anne Tipple
    - iii. All approved
  - b. Adoption of Bond Resolution



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- i. Motion to approve made by: Anne Tipple
    - ii. Seconded by: Dustin Fry
    - iii. All approved
  - c. Adoption of Post Issuance Compliance Procedures
    - i. Motion to approve made by: Kara Huelsenbeck
    - ii. Seconded by: Anne Tipple
    - iii. All approved
  - d. Close of additional appropriation hearing at 6:31pm
    - i. Motion to approve made by: Anne Tipple
    - ii. Seconded by: Jeni Ekovich
    - iii. All approved
- IV. Consideration of Approval of Minutes
  - a. Excerpts from July 9 Board Meeting
    - i. Motion to approve made by: Anne Tipple
    - ii. Seconded by: Kara Huelsenbeck
    - iii. All approved
- V. Report of the Librarian
  - i. Incident reports –
  - ii. May
    - 1. Woman fell out of a wheelchair at Kendallville
    - 2. A woman fell out of her car at Limberlost and was sitting on the ground crying
  - iii. June
    - 1. Man was angry that staff would not touch his phone to initiate a print job for him; upon exiting the building he pointed his fingers in the air and went, 'Kaboom' motioning a gunshot
    - 2. A woman wanted to use our meeting room to paint a portrait of a nude man; vetoed
  - iv. July
    - 1. A male patron sat and stared at a female staff member during her evening shift making her uncomfortable
    - 2. Gave verbal warnings to patron who was seen vaping multiple times on property
    - 3. An item was left plugged in by a patron in the Cortex and began burning through a laminated wood plank; staff smelled it and



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unplugged it; we have now removed items that could be potential risks other than Cricut items; tools can be asked at the Adult Dpt. Desk and returned after their visit to the Cortex

- a. \*Board Member Sam Zollman provided some ideas that may help with this in the future, timed usage with auto shut off

4. Frustrated patron was upset when staff could not type his password and login information for him to access a site on the computer
5. Volunteer at the Limberlost book sale scratched his arm and it bled
6. A woman tripped and fell at Limberlost hitting her head on the circulation desk; no lacerations

## b. Bed-bugs

- i. 2 patrons are banned for bed-bug infestation
- ii. Staff found them, Maintenance treated the building for them on Tuesday, August 6
- iii. Maintenance has been treating the building with chemicals and high temps.
- iv. We will be treating the building every week moving through August and September and will then ease up to every other week going into the fall; we can treat every other week for the rest of the year as well
- v. We have a pest control agency coming in the morning for a free inspection; best practices
- vi. Board member asked if LB had a book oven for treating Bedbugs – Answer from Maintenance is Yes

- c. We will be offering a **sensory hour** once a week on Wednesday mornings from 8am-9am; similar to how Walmart offers a sensory shopping experience; only attendees will need to register.

- i. Board member asked if this was going to be available at both locations – KPL only for now

## VI. Finances & Facilities

### a. Finances

#### i. July 2024

1. Motion to approve made by: Dustin Fry



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2. Seconded by: Jeni Ekovich
      3. All approved
    - ii. August 2024 partial
      1. Motion to approve made by: Jeni Ekovich
      2. Seconded by: Anne Tipple
      3. All approved
  - b. Facilities
    - i. Estimates
      1. Premier Exteriors – 305 N Main St, Avilla IN 46710
      2. Northeast Indiana Roofing LLC – 305 E North St, Kendallville IN 46755
      3. Newbury Square Construction – 455 E Farver St, Suite 6, Shipshewana IN 46565
    - ii. Chillers are shutting off intermittently due to corroded connectors; Maintenance is going to have those replaced; cost to come...
    - iii. Electronic Marquee – over the course of 2 years we paid \$36,928
    - iv. The electronic sign and not the monument around it - \$32,390
    - v. Cincinnati sent us an additional check for \$3700 to cover the cost of repair for the electronic marquee; citing that our coverage caps at \$5000 for external items on the property such as signs and items not attached to the building
- VII. Committee Reports
- VIII. Unfinished Business
  - a. Application for open board position received, board tabled until next meeting.
- IX. New Business
  - a. The Fair Labor Standards Act has a new ruling as of July 1
    - i. Minimum salary for exemption status – \$844/week (\$43,999/annual)
      1. Old stats - \$684/week (\$35,568/annual)
    - ii. January 1, 2025 it increases again to \$1,128
      1. I will be the only exempt employee per our calculations
    - iii. July 1, 2027 and every 3 years thereafter – to be determined
  - b. Executive Director presented an updated Pest Containment Policy to the board for approval.
    - i. Motion to approve made by: Anne Tipple
    - ii. Seconded by: Dustin Fry



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iii. All approved

X. Miscellaneous

- a. Ameritas – Dental insurance is employee paid; the monthly premium increases by \$5.32
- b. Staff day @ Potawotami October 14, 2024

XI. Adjournment

- a. Motion to adjourn made by: Dustin Fry@ 7:10pm
- b. Seconded by: Jeni Ekovich
- c. All approved

The next regular meeting will be held Tuesday, September 10, 2024 at the Kendallville Public Library at 6:00pm in Meeting Room C.