



# Kendallville Public Library

Providing access to information...for life.

## KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting Minutes

December 10, 2024

Kendallville Public Library

Meeting Room C

	Attending	Not Attending
1. Sam Zollman, President	1. X	1.
2. Anne Tipple, Vice President	2.	2. X
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.	6. X
7. Amanda Jansen, Member-At-large	7. X	7.

- I. Call to Order
  - a. By **Sam Zollman** at **6:14 pm**
- II. Public Forum
  - a. NA
- III. Consideration of Approval of November 2024 Board Minutes
  - a. Motion to approve made by: **Kara Huelsenbeck**
  - b. Seconded by: **Dustin Fry**
  - c. All approved
- IV. Report of the Librarian
  - a. Welcome, Amanda Jansen!
  - b. Incident Reports – patron waited in the parking lot for staff to leave the building to approach them and complain about having to leave at closing. Staff de-escalated the situation. Mary noted that this individual is habitually staying after closing.
    - i. Kara asked if the Director could ban the patron to which Mindy replied yes, but she would prefer to have more incident reports to back up the pattern of behavior.



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## V. Finances & Facilities

### a. Finances

#### i. November 2024

1. Motion to approve made by: **Kara Huelsenbeck**
2. Seconded by: **Dustin Fry**
3. All approved

#### ii. December 2024 partial including Bond Expenses

1. Motion to approve made by: **Kara Huelsenbeck**
2. Seconded by: **Dustin Fry**
3. All approved

### b. Facilities

#### i. Kendallville

1. Hail damage
  - a. Work is almost complete on the roof
  - b. Parts for the electric sign are on order
2. Dry sprinkler system
  - a. The pipe Mark has been monitoring all year finally lost pressure; Koorsen put an \$800 patch on it that caused the pressure in the pipe to put stress on another pin-hole down the line resulting in a replacement cost around \$6,600
3. Water Softener
  - a. The system has not been recharging for several weeks
  - b. Hawkins Water Technology installed a new circuit board for about \$2,760; the system could last us several more years which is why we decided against replacing all of it now
4. We are responsible for plowing and salting Lake Terrace Drive
  - a. We've been plowing and salting part of it; we are going to price the cost of lightly salting the rest of the road
  - b. Mindy provided the board with a printout of the plotted property
  - c. Sam is not opposed to closing the road in the winter if it is allowed; Mindy will research that



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- d. Mindy will return and report if a light coating of salt will suffice and if the cost is a burden on the library
  - ii. Limberlost
    1. Shane Youngkin will be removing a dying tree at Limberlost; it sits on the southeast side of the property by the parking lot; it's a matter of time for a branch to fall and the library does not want to risk it hurting a patron or damaging someone's property
- VI. Committee Reports
- a. NA
- VII. Unfinished Business
- a. Limberlost landscaping update; estimates are being gathered
  - b. Sam Zollman is stepping down from the KPL Board of Trustees; the board will need to nominate a Board President in January and trustees will need to volunteer to attend the Parks Board and the KPL Foundation Board
- VIII. New Business
- a. 2025 Compensation Plan
    - i. Motion to approve made by: **Dustin Fry**
    - ii. Seconded by: **Kara Huelsenbeck**
    - iii. All approve
  - b. One-Time Pay Adjustment in the amount of 5% adopted to be paid out on the 12.20.2024 payroll
    - i. Motion to approve made by: **Kara Huelsenbeck**
    - ii. Seconded by: **Amanda Jansen**
    - iii. All approve
  - c. 2025 Executive Director Salary adopted at \$73,000
    - i. Motion to approve made by: **Dustin Fry**
    - ii. Seconded by: **Kara Huelsenbeck**
    - iii. All approve
  - d. Bond Project Updates
    - i. LB's lift is a no-go; instead MSKTD recommends moving the staff lounge upstairs and building an addition of two study rooms onto the West side of the building; estimated to be less than adding the lift at the budgeted cost



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1. Sam recommended buying staff a stairclimber cart of some kind to make hauling storage easier; Mindy will research and purchase the necessary/recommended equipment
  - ii. KPL's neighbors, Michelle Lantz and Franklin Robbins, have shown an interest in purchasing library property that they have been maintaining
    1. KPL's attorney, Jeremy James, advises against the sale of the property; municipal property is governed by strict codes prohibiting a direct sale; Indiana does not support the law where a person can claim it after maintaining it after so many years
- IX. Miscellaneous
- X. Adjournment
- a. Motion to adjourn made by: **Kara Huelsenbeck @ 7:20pm**
  - b. Seconded by: **Amanda Jansen**
  - c. All approved

The next regular meeting will be held Tuesday, January 14, 2024, at the Kendallville Public Library at 6:00pm in Meeting Room C.