



# Kendallville Public Library

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## KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Notice for Executive Session

Kendallville Public Library

Meeting Room 4

December 9, 2025

7:00pm

## KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Monthly Meeting Notice & Agenda

Kendallville Public Library

Meeting Room 4

7:10pm

	Attending	Not Attending
1. Anne Tipple, President	1. x	1.
2. Deb Blaine, Treasurer	2.	2. x
3. Kara Huelsenbeck, Member-At-Large	3. x	3.
4. Dustin Fry, Member-At-Large	4.	4. x
5. Jeni Ekovich, Member-At-Large	5. x	5.
6. Amanda Jansen, Member-At-Large	6. x	6.
7. Kimberly Angell	7. x	7.

- I. Meeting Called to Order
  - a. By **Anne Tipple at 7:08pm**
- II. Public Forum
  - a. NA
- III. Consideration of Approval of November 11, 2025 Board Minutes
  - a. Motion to approve made by: **Kara H.**
  - b. Seconded by: **Jeni E.**
  - c. All approved
- IV. Report of the Librarian
  - a. Incident Reports



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- i. KPL
            1. Child hit his head
          - ii. LB
            1. Book Club
            2. Dustin Lacey
          - b. Bond Project Updates
          - c. Legal Matter – no update
  - V. Finances & Facilities
    - a. Finances
      - i. November 2025
        1. Motion to approve made by: **Kara H.**
        2. Seconded by: **Jeni E.**
        3. All approved
      - ii. December 2025 Partial & Bond Expenses
        1. Motion to approve made by: **Kara H.**
        2. Seconded by: **Kim A.**
        3. All approved
    - b. Facilities
      - i. KPL – nothing new
      - ii. LB – water coming in the floor in the west public restroom
- VI. Committee Reports
  - a. Finance
    - i. Met to discuss the 2026 Compensation Plan
    - ii. Proposed updates
      1. Increase Grade 2 pay range
      2. Brittany makes \$2080/Pay Period or \$26/Hour
      3. Extend the Grade 3 pay range so that the max is closer to \$32; based on like libraries and state averages
      4. There were other suggestions; possibly increasing the base rate for shelvers
    - iii. Housekeeper approached asking for an increase
      1. Approved to raise the base rate to \$14 and will revisit in Summer of 2026
  - b. Policy Committee
    - i. Met to discuss a couple of changes to section 5 of our personnel handbook, affecting vacation



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1. See projector
- VII. Unfinished Business
- a. RESOLUTION: Annual Holiday/Closing Schedule
    - i. Motion to adopt made by: **Amanda J.**
    - ii. Seconded by: **Kara H.**
    - iii. All approved
- VIII. New Business
- a. RESOLUTION: Adopt the 2026 Compensation Plan
    - i. Motion to adopt made by: **Jeni E.**
    - ii. Seconded by: **Kim A.**
    - iii. All approved
  - b. RESOLUTION: Authorize a 2025 One-Time Pay Adjustment in the amount of 5% of gross 2025 pay
    - i. Motion to adopt made by: **Kara H.**
    - ii. Seconded by: **Jeni E.**
    - iii. All approved
  - c. RESOLUTION: Adopt the MSKTD Signage Contract
    - i. Motion to adopt made by: **Dustin F.**
    - ii. Seconded by: **Amanda J.**
    - iii. All approved
  - d. RESOLUTION: Executive Director Salary
    - i. Motion to adopt a 5% increase to the Executive Director's Salary made by: **Amanda J.**
    - ii. Seconded by: **Kara H.**
    - iii. All approved
  - e. Vacation Policy
    - i. Motion to update the Vacation Policy made by: **Amanda J.**
    - ii. Seconded by: **Kim A.**
    - iii. All approved
- IX. Adjournment
- a. Motion to adjourn made by: **Kara H. at 8:41pm**
  - b. Seconded by: **Jeni E.**
  - c. All approved



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The next regular meeting will be held Tuesday, January 13, 2026 at the Kendallville Public Library at 7:00pm in Meeting Rooms 1 & 2.