



# Kendallville Public Library

Providing access to information...for life.

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

October 10, 2023 at 6:00pm

Kendallville Public Library

Meeting Rooms 1&2

	Attending	Not Attending
1. Sam Zollman, President	1. X	1.
2. Anne Tipple, Vice President	2. X	2.
3. Deb Blaine, Treasurer	3. X	3.
4. Kara Huelsenbeck, Member-At-Large	4.	4. X
5. Dustin Fry, Member-At- Large	5. X	5.
6. Beth Friskney, Member-At- Large	6. X	6.
7. Jeni Ekovich, Memter-At- Large	8. X	7.

- I. Call to Order
  - a. By: **Sam Zollman** at **6:04** pm
- II. Public Forum
  - a. **Public was not in attendance**
- III. Consideration of Approval of Minutes
  - a. Motion to approve made by: **Deb Blaine**
  - b. Motion seconded by: **Beth Friskney**
  - c. All approved
- IV. Report of the Librarian
  - a. 2024 Budget Passed October 2<sup>nd</sup> with the County Council – all forms have been signed and submitted as of October 3<sup>rd</sup>
  - b. KPL had items stolen and are working with KPD in their recovery or in identifying the thief – will enact a ‘no trespass’ on the individual once the individual is known or if he enters library property again



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## V. Finances & Facilities

### a. Finances

#### i. September

1. Motion to approve made by: **Anne Tipple**
2. Motion seconded by: **Deb Blaine**
3. All approved

#### ii. October Partial

1. Motion to approve partial October finances made by: **Beth Friskney**
2. Motion seconded by: **Anne Tipple**
3. All approved

### b. Facilities

#### i. Regarding failed Homeland Security inspection

1. Advised by TK Elevator and Homeland Security to run the report ourselves; Mark has been trained, his actions do not violate our contract with TK Elevator so we believe that is our solution moving forward
2. Outgoing emergency calls from the elevator are now reading Kendallville Pub; we are working with ENA and AT&T to change that to KendallvilleLib (we are limited to 15 characters)

## VI. Unfinished Business

### a. Architectural Firm

#### i. Choices

1. MSKTD
2. OMS – Peabody did not have a lot to say other than they don't recall having issues

#### ii. Motion to hire **MSKTD** made by: **Anne Tipple**

#### iii. Motion seconded by: **Deb Blaine**

#### iv. All approved

### b. Policies

#### i. **Active Shooter** – took Jessup's recommendation and shortened the policy by referencing our adoption of the Indiana State Police methodology

1. Motion to approve made by: **Dustin Fry**
2. Motion seconded by: **Anne Tipple**



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3. All approved
  - ii. **Weapons and Firearms for Employees Updated**
    1. Proposed to move tasers to exception list
      - a. Motion made by **Anne Tipple**
      - b. Seconded by **Jeni E kovich**
      - c. All approved
    2. Propose to table the policy one month for revisions addressing the definition of a stun gun
      - a. Motion made by **Dustin Fry**
      - b. Seconded by **Deb Blaine**
      - c. All approved
  - iii. **Patron Code of Conduct**
    1. Proposed to move tasers to exception list
      - a. Motion made by **Sam Zollman**
      - b. Seconded by **Jeni E kovich**
      - c. All approved
    2. Proposed to table the policy for one month for revisions that dovetails with the *Weapons and Firearms for Employees* policy
      - a. Motion made by **Dustin Fry**
      - b. seconded by **Anne Tipple**
- VII. New Business
- a. Policies
    - i. Acceptable Use Standards for Internet & KPL Internet
      1. Motion to accept policy as-is presented and written made by **Dustin Fry**
      2. Seconded by **Beth Friskney**
      3. All approved
    - ii. Recognized Holidays & Closures
      1. Motion to accept policy as-is presented and written made by **Anne Tipple**
      2. Seconded by **Dustin Fry**
      3. All approved
    - iii. 2024 Compensation Plan
      1. Executive Director explained the proposed plan's developmental process



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2. Executive Director explained the proposed 2024 Compensation Plan
  3. Motion to accept policy as-is presented and written made by **Deb Blaine**
  4. Seconded by **Sam Zollman**
  5. All approved
  6. In addition to the proposed plan the Executive Director proposed hiring a consulting agency to facilitate a salary study
    - a. Board advised Executive Director to research the costs involved and present the idea a future date
- VIII. Miscellaneous
- a. NA
- IX. Adjournment
- a. Motion to adjourn made by: **Deb Blaine at 7:25pm**
  - b. Motion seconded by: **Beth Friskney**
  - c. All in favor

The next regular meeting will be held Tuesday, November 14, 2023 at the Kendallville Public Library at 6:00pm in Meeting Rooms 1&2.