



Kendallville Public Library

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KENDALLVILLE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting Minutes

November 14, 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.	2. x
3. Deb Blaine, Treasurer	3. x	3.
4. Kara Huelsenbeck, Member-At-Large	4. x	4.
5. Dustin Fry, Member-At- Large	5. x	5.
6. Beth Friskney, Member-At- Large	6. x	6.
7. Jeni Ekovich, Member-At- Large	7. x	7.

- I. Call to Order
 - a. By: Sam Zollman at 6:10pm
- II. Public Forum
 - a. none
- 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. Incident Reports
 - i. We had an elderly lady fall in front of Room B when exiting the library at closing. Camera footage does not explicitly show what happened. What we can determine is that the library had no debris in the way and staff said there was nothing slippery on the floor like water. Mindy alerted



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Insurance in case a claim was filed on behalf of the patron. Nothing to date has been noted.

V. Finances & Facilities

a. Finances

i. October

1. Motion to approve made by: Deb Blaine
2. Motion seconded by: Jen Ekovich
3. All approved

ii. November Partial

1. Motion to approve partial November finances made by: Kara Huelsenbeck
2. Motion seconded by: Jeni Ekovich
3. All approved

b. Facilities

i. Elevator Update

1. Issue RECAP: emergency calls are not making it through to dispatch
 - a. They are now making it through to dispatch but not quite reading where the call is coming from

VI. Unfinished Business

a. Policies

i. **Weapons and Firearms for Employees** Updated

1. Motion to approve made by: Deb Blaine
 - a. Seconded by: Beth Friskney
 - b. All approved

ii. **Patron Code of Conduct** Updated

1. Motion to approve made by: Dustin Fry as Revised
 - a. Seconded by: Deb Blaine
 - b. All approved

VII. New Business

a. Resolution for Director's 2024 Salary

- i. Motion to approve Executive Director's 2024 Salary made by: Deb Blaine
 1. In the amount of \$70,000
- ii. Motion seconded by: Beth Friskney



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- iii. All approved (pass the Resolution around the table to be signed by the Board)
 - b. Policies
 - i. **Programming Policy** (the form can accompany the policy but they do not vote on the form; it is a supporting document only)
 - 1. Motion to APPROVE made by: Kara Huelsenbeck
 - 2. Seconded by: Beth Friskney
 - 3. All approved
 - ii. **Pay Policy**
 - 1. Motion to approve made by: Deb Blaine
 - a. Seconded by: Beth Friskney
 - b. All approved
 - c. Long Range Plan
 - i. Motion to TABLE made by: Deb Blaine
 - ii. Seconded by: Beth Friskney
 - iii. All approved
- VIII. Miscellaneous
- a. Staff In-service will be held Friday, December 1 at the Kendallville Library in the lower level. We invite the Board to attend a potluck lunch. We have also invited MSKTD Architectural Firm to attend lunch for a staff meet-and-greet. Attending are:
 - i. Gary Voirol, President
 - ii. Bob Patton, Architect
 - iii. Ben Greenburg, Architect
- IX. Adjournment @6:55pm
- a. Motion to adjourn made by: Deb Blaine
 - b. Motion seconded by: Kara Kuelsenbeck

The next regular meeting will be held Tuesday, December 12, 2023 at the Kendallville Public Library at 6:00pm in Meeting Rooms 1&2.