KENDALLVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES Meeting Minutes
November 14, 2023 at 6:00pm
Kendallville Public Library
Meeting Rooms 1&2

<table>
<thead>
<tr>
<th>Attending</th>
<th>Not Attending</th>
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<tbody>
<tr>
<td>1. Sam Zollman, President</td>
<td>1.</td>
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<td>2. Anne Tipple, Vice President</td>
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<td>3. Deb Blaine, Treasurer</td>
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<td>Member-At-Large</td>
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<td>5. Dustin Fry, Member-At-</td>
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<td>6. Beth Friskney, Member-</td>
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<td>At-Large</td>
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<td>7. Jeni Ekovich, Member-At-</td>
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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
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
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 Kuelenbeck

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