

Kokomo-Howard County Public Library (KHCPL)  
Board of Trustees Meeting  
KHCPL Main Virtual Meeting  
April 20, 2020

Members

Karen Sosbe, President  
Mary Baker  
Joe Dunbar  
Alan Girton  
Philina Martinez  
Stephanie Oden  
Cathy Stover

Others

T. J. Rethlake, Attorney

Staff

Faith Brautigam, Director  
Doug Workinger, Assistant Director  
Lori Danford, Head of Finance and HR  
Heather Dale, Administrative Assistant  
Al McKinney  
Aaron Rood  
Amy Russell  
Aaron Smith

The board meeting was called to order by the president at 4:30 p.m. with all members present.

There were no public comments via Zoom meeting software chat.

The consent agenda was reviewed as follows (see reports): Minutes of March meeting; March 2020 statistical report; March 10 – April 13 appropriations report; March 31 Funds Balances; March 10 – April 13 allowance of claims; and Personnel Changes. The consent agenda was approved following a motion by Mr. Girton and a second by Mr. Dunbar.

Ms. Brautigam asked that a Policy Review Committee be formed for the remainder of 2020 to review policy changes as needed. Mr. Girton, Ms. Sosbe, and Mr. Dunbar agreed to serve on the committee. Following discussion, it was decided that the committee and attorney could meet with the appropriate library staff members and advise the rest of the library board when policy changes are needed. Ms. Brautigam stated that she will let the full board know if any called meetings are necessary to address policy revisions between regularly scheduled board meetings.

Resolutions to transfer funds (\$3,524.13 from Employee Medical Fund to Operating Fund, and \$1,500.03 from Operating Fund to Employee Medical Fund) were approved following a motion by Mr. Girton and a second by Mr. Dunbar.

Under director's comments, Ms. Brautigam provided the following updates to the board.

- She announced that the County Commissioners gave KHCPL permission to have limited curbside pickup of materials; therefore, patrons can call or go online to request library materials and, when the items are ready, patrons are called to schedule a pickup time. Currently the pickup times are a few hours each on Mondays, Wednesdays, and Fridays.
- Ms. Brautigam shared that KHCPL staff have recorded some fun and informational programming videos that the public can access via YouTube.
- She stated that a limited number of KHCPL staff have started working onsite, using social distancing precautions, to do necessary tasks and to start RFID tagging for the library's collections.
- Ms. Brautigam reported that some library employees are claiming family and medical leave under the new federal Families First Coronavirus Response Act as well. KHCPL offered this option after the library attorney reviewed the details.

- Ms. Brautigam announced that KHCPL is working with the Greater Kokomo Economic Development Alliance to develop a website for those who want to start a small business. The site will include items such as links to required State forms for the appropriate business section.
- Ms. Brautigam added that we are presenting a webinar in conjunction with the Chamber of Commerce on how to save money and gain skills as a business person by accessing featured KHCPL databases.

The meeting was adjourned at 4:53 p.m.

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Alan Girton, Secretary

[Minutes prepared by Heather Dale.]

The next meeting will be May 18, 4:30 p.m., at KHCPL Main.