

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
December 19, 2016

Members

Joe Dunbar, President
Mary Baker*
Quiana Preston
Karen Sosbe
Cathy Stover

Others

Brian Oaks, Attorney

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Lori Danford, Head of Finance & HR
Heather Dale, Administrative Assistant
Deb Andrews
Jim Crowder
Tiffany Dale
Adam DeAngelis
Amanda Luczkowski
Ashley Meyers
Jim Meyers
Emily Parry
Stephanie Purvis
Amber Sefton
Myla Thayer
Ed Wiley
Tracy Wilkinson

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

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of November meeting; November statistical report; November 15 – December 12 appropriations report; November 30 funds report; November 15 – December 12 allowance of claims; transfer of appropriations \$1,000 from “Interest” to “Water” and transfer of \$2,000 from “Interest” to “Rent of Equipment”; and personnel changes. The consent agenda was approved following a motion by Ms. Sosbe and a second by Ms. Stover. *Ms. Baker arrived.

A resolution to transfer \$25,000 from the Operating Fund to the Library Improvement Reserve Fund was approved following a motion by Ms. Baker and a second by Ms. Stover.

The board reviewed changes to the Pay Policy (see policy). The pay policy was approved following a motion by Ms. Baker and a second by Ms. Sosbe.

The board reviewed proposed changes to the pay scale (see pay scale). Ms. Baker made a motion to approve the changes to the pay scale effective December 25, 2016, and Ms. Stover seconded the motion. The motion carried.

Ms. Danford explained a proposal to change the leave accrual schedule and hourly structure (see charts.) If approved, employees’ hours would be adjusted to four hour increments for employees who are 20 hours per week or more. Ms. Baker made a motion to approve the accrual schedule and hourly structure as proposed effective December 25, 2016. Following a second by Ms. Sosbe, the board approved the changes.

The Personnel Manual (see manual) was approved following a motion by Ms. Stover and a second by Ms. Sosbe.

Ms. Brautigam explained that the Board By-laws (see by-laws) must be reviewed by the board every three years to meet standards from the State Library. She noted that the changes were mostly to clarify or update existing practices. Mr. Oaks suggested the library’s applications be adjusted to ask if the applicant is a family member of a library board member, if they don’t already include that question. The by-laws were reviewed and will be brought back to the board for approval at the January meeting.

Under Thumbnail Sketch, Ashley Meyers presented information about a Fitness Fair that will be held at KHCPL South on Saturday, January 7th from 1-3 p.m. She explained that the purpose of the fair is to encourage our community to learn more about fitness.

Under Other New Business, Mr. Dunbar shared that Mary Baker has asked to withdraw her appointment to the Kokomo Park Board. Cathy Stover was appointed to be KHCPL's representative to the park board.

Under director's comments, Ms. Brautigam shared that a server at KHCPL South has died with the result that they cannot use their phones. She stated that they have some internet access and limited checkout capabilities, and the public computers are available. Ms. Brautigam stated that she will be out of the building several days this week and most of next week. Ms. Brautigam wished Ms. Baker "happy birthday".

The board meeting was adjourned at 4:57 p.m.

Karen Sosbe, Secretary

[Minutes prepared by Heather Dale.]