

Kokomo-Howard County Public Library (KHCPL)  
Board of Trustees Meeting  
KHCPL Main  
January 28, 2019

Members

Alan Girton, 2018 President  
Mary Baker  
Stephanie Carrell  
Joe Dunbar  
Quiana Preston  
Karen Sosbe  
Cathy Stover

Others

T. J. Rethlake, Attorney

Staff

Faith Brautigam, Director  
Doug Workinger, Assistant Director  
Lori Danford, Head of Finance & HR  
Heather Dale, Administrative Assistant  
Jody Mitchell-Heath  
Amanda Munroe

The board meeting was called to order by the 2018 president, Alan Girton, at 4:30 p.m. with all members present.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of December meeting; December statistical report; December 11-31 and January 1-22 appropriations reports; and December 11-31 and January 1-22 allowance of claims. The consent agenda was approved on a motion by Ms. Sosbe and a second by Ms. Preston.

Mr. Dunbar made a motion to elect Cathy Stover as president, Karen Sosbe as vice president, Quiana Preston as secretary, and Lori Danford as treasurer. The motion was approved. Ms. Stover took over presiding the meeting.

User Fees for 2019 were reviewed (see policy). The 2019 User Fees were approved following a motion by Mr. Dunbar and a second by Ms. Sosbe.

The board agreed to a resolution to join the state consortium for internet service on a motion by Ms. Baker and a second by Ms. Sosbe. Ms. Brautigam explained that the consortium would provide personnel to prepare e-rate reports regarding internet connectivity on our behalf. KHCPL will also receive more bandwidth for the price.

The board reviewed Patron Suggestions which were submitted between July and December 2018 (see report.)

There was no Other New Business.

Under director's comments, Ms. Brautigam asked about waiting until April to schedule a work session to discuss the board member self assessments and possible other topics. The board agreed to this plan by consensus.

The board meeting was adjourned to the Board of Finance Meeting at 4:50 p.m. The Board of Finance Meeting was called to order by Ms. Stover.

- A. Library board officers were designated as officers of the board of finance following a motion by Mr. Dunbar and a second by Mr. Girton.
- B. The board of finance reviewed the end of the year Financial Report (see report.)
- C. The board of finance reviewed the 2018 Operating Fund Analysis (see report.)
- D. (Tax warrants are temporary loans to provide cash flow until tax draws are received.) Ms. Brautigam noted that we do not anticipate needing a tax warrant in 2019, but stated that it would be wise for the board to approve advertising for one just in case. Approval to advertise for tax anticipation warrants was made on a motion by Mr. Dunbar and a second by Ms. Sosbe.
- E. On a motion by Ms. Baker and a second by Mr. Girton, the board approved making a request for 2019 advance tax draws.
- F. Approval to place 2019 legal advertisements in the *Kokomo Tribune* and a second paper was made following a motion by Ms. Sosbe and a second by Mr. Girton.
- G. The interest income report was reviewed (see report.)
- H. The investments report was reviewed (see report.)
- I. A resolution to encumber 2018 operating funds (see report) was approved on a motion by Ms. Baker and a second by Ms. Carrell.
- J. A report showing old outstanding checks that need to be cancelled was reviewed. (See report.) The board voted to approve the cancellation of the checks on a motion by Ms. Baker and a second by Ms. Sosbe.
- K. The 2019 Employee Medical Spending and Dependent Care Fund was created, with the transfer of \$22,000 from the Operating Fund, on a motion by Mr. Girton and a second by Ms. Baker. \$551.67 will be withheld from employees monthly.

The board of finance meeting was adjourned at 5:01 p.m.

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Quiana Preston, Secretary

[Minutes prepared by Heather Dale.]

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