

Kokomo-Howard County Public Library (KHCPL)  
Board of Trustees Meeting  
KHCPL Main  
January 13, 2020

Members

Cathy Stover, 2019 President  
Mary Baker  
Joe Dunbar  
Alan Girton  
Philina Martinez  
Stephanie Oden  
Karen Sosbe

Others

T. J. Rethlake, Attorney  
Treasure Obikwu, Mayor's Youth

Staff

Faith Brautigam, Director  
Doug Workinger, Assistant Director  
Lori Danford, Head of Finance & HR  
Lisa Fipps, Director of Marketing/Community  
Heather Dale, Administrative Assistant  
Lynda Bunce  
Jean Horton  
Jody Mitchell-Heath  
Nina Music  
Dustin Wright

The board meeting was called to order by the 2019 president, Cathy Stover, 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 10-31 and January 1-6 appropriations reports; December 10-31 and January 1-6 allowance of claims; Transfers of \$10,000 from "Assistants" to "Custodians", \$10,000 from "Communications" to "Professional Services", and \$1,300 from "Communications" to "Dues; and Personnel Changes. The consent agenda was approved on a motion by Mr. Dunbar and a second by Ms. Baker.

Ms. Stover welcomed new library board member Stephanie Oden.

Concerning 2020 officers, a motion was made by Mr. Dunbar to elect Karen Sosbe as president, Mary Baker as vice president, Alan Girton as secretary, and Lori Danford as treasurer. The motion was approved. Ms. Sosbe took over presiding the meeting.

User Fees for 2020 were reviewed (see policy). The 2020 User Fees were approved following a motion by Ms. Baker and a second by Ms. Martinez.

The board reviewed the current Ethics Statement from the Board By-Laws and each signed a copy.

The board reviewed Patron Suggestions which were submitted between July and December 2019 (see report.) Ms. Brautigam explained that she contacted each person who was concerned about the idea of drag queen story times and explained that there were no plans at this time for KHCPL to have those.

There was no Other New Business.

Under director's comments, Ms. Brautigam shared that, in the current legislative session, ILF is crafting a bill which would add in guardrails for the law concerning library funding which passed last year. The current law specifies that any library whose tax-sourced funds on hand plus anticipated

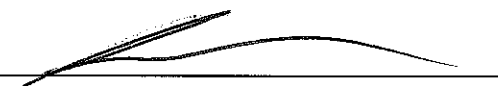
revenue is 150% of the current budget may be subject to binding review, and that the fiscal body could reduce the library's levy and budget by up to 10% per year, indefinitely. The Indiana Library Federation's bill would amend the law so the threshold for binding review does not include anticipated revenue and the review would end once the library's cash on hand fell below the threshold. The State Senate Local Government Committee is chaired by Senator Buck. Since KHCPL is in his district, Ms. Brautigam said that it is possible that she may ask members of our board to contact him about the bill.

The board meeting was adjourned to the Board of Finance Meeting at 4:46 p.m. The Board of Finance Meeting was called to order by Ms. Sosbe.

- 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 2019 Operating Fund Analysis (see report.) Mr. Dunbar asked Ms. Danford why the Elizabeth Handley and Gene & Wilma Parks endowment funds are still listed. She stated she will see if the library's financial software will allow for those closed funds to be made inactive. Ms. Danford stated that deleting the funds would remove their history of financial records.
- 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 2020, 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 given following a motion by Ms. Martinez and a second by Ms. Oden.
- E. On a motion by Ms. Baker and a second by Ms. Stover, the board approved making a request for 2020 advance tax draws. Ms. Danford stated that she will research whether this action is needed in the future.
- F. Approval to place 2020 legal advertisements in the *Kokomo Tribune*: Ms. Danford explained that the state requires legal advertisements to be published in two newspapers; however, since we only have one locally that meets the criteria, the *Kokomo Tribune*, the State Board of Accounts is allowing us to use only the Tribune. The board approved placing legal advertisements for 2020 in the *Kokomo Tribune* following a motion by Mr. Dunbar and a second by Ms. Stover.
- G. The interest income report was reviewed (see report.)
- H. The report of investments was reviewed (see report.)
- I. A resolution to encumber 2019 operating funds (see report) was approved on a motion by Mr. Dunbar and a second by Ms. Martinez.
- 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. Stover.

K. The 2020 Employee Medical Spending and Dependent Care Fund was created, with the transfer of \$24,333.32 from the Operating Fund, on a motion by Mr. Girton and a second by Ms. Martinez. \$562.50 will be withheld from participating employees' pay monthly.

The board of finance meeting was adjourned at 5:00 p.m.



---

Alan Girton, Secretary

[Minutes prepared by Heather Dale.]

The next meeting will be February 17, 4:30 p.m., at KHCPL Main.