

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
July 21, 2025

Members

Mary Baker
Stephanie Carrell
Joe Dunbar, President
Alan Girton
Stephanie Oden*
Karen Sosbe
Cathy Stover

Others

TJ Rethlake, Attorney

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Ginger Hanny, Administrative Assistant
Aaron Smith*
Christie Tate*

The meeting was called to order by the president at 4:30 p.m. with five members present. (Board members, attorney, Ms. Bates, Ms. Brautigam, Ms. Hanny, and Mr. Workinger attended in person. All others* attended via Zoom.)

There were no public comments in person or via Zoom meeting software chat.

The consent agenda was reviewed as follows (see reports and agenda): Minutes of June meeting; June statistical report; June 10 – July 14 appropriations report; June financial report; June 10 – July 14 allowance of claims; and personnel changes. The consent agenda was approved, following a motion by Ms. Baker and a second by Ms. Sosbe, by the following vote (aye – Ms. Baker, Mr. Girton, Ms. Sosbe, and Ms. Stover). *Ms. Carrell joined in person at 4:31 p.m.

The board approved the 2025 – 2028 Contract with Central Middle International School (see document), following a motion by Ms. Sosbe and a second by Ms. Baker, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). *Ms. Oden joined via Zoom software at 4:34 p.m. There were no significant changes to the contract, and Ms. Brautigam highlighted how this partnership has fostered positive connections between KHCPL and Kokomo Schools.

The board approved the State Library Consortium for Internet Access Resolution (see resolution), following a motion by Mr. Girton and a second by Ms. Carrell, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

The board approved the User Fees Policy (see policy), following a motion by Mr. Girton and a second by Ms. Baker, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). Changes to the policy included an increase in the non-resident card fee and a fee for specialized room setups per the updated Meeting Room Policy.

The board approved the Internal Controls Policy (see policy), following a motion by Ms. Baker and a second by Ms. Oden, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). Since 2015, KHCPL has been operating under established procedures in accordance with State Board of Accounts standards for internal financial controls. However, a formal written policy for internal controls had not previously been adopted by the board. By approving this policy, the board has ensured continued compliance with the State Board of Accounts.

The board reviewed the Internal Controls Procedures (see document). This document was provided to the board to supplement the Internal Controls Policy.

The board declared the items on the Discard List (see document) as surplus, following a motion by Mr. Girton and a second by Ms. Sosbe, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). There was discussion about whether the Imagination Playground equipment was in good enough condition to be donated to a local preschool. Mr. Smith explained that items declared surplus are posted to an online auction site that is approved by the State Board of Accounts.

Mr. Smith, Head of Technology and Facilities, provided the board with a facilities planning update (see document) including completed projects to date, upcoming projects in 2025, and proposed projects in 2026.

The board reviewed a revised version of the 2026 Budget Timeline. The revised version includes the date of the upcoming Board Budget Committee meeting scheduled for July 23, 2025.

There was no Other New Business.

Under Director's Comments • Regarding the June Circulation and Collections graphical report, Ms. Brautigam clarified that the \$25,178.25 of fine forgiveness accounts for the total amount forgiven for all fines that accrued prior to becoming fine-free, not just the month of June. This is a statistic that is calculated once annually. Ms. Brautigam also reminded the board that the August board meeting will be at KHCPL Russiaville.

The meeting was adjourned at 5:03 p.m.

Cathy Stover, Secretary

[Minutes prepared by Ginger Hanny.]

The next library board meeting will be on **Monday, August 18** at 4:30 p.m. at KHCPL Russiaville.