

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL South
June 16, 2025

Members

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

Others

TJ Rethlake, Attorney

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Trina Evans*
Angie Garrett*
Ginger Hanny, Administrative Assistant
Christie Tate*

The meeting was called to order by the president at 4:30 p.m. with six 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 May meeting; May statistical report; May 13 – June 9 appropriations report; May financial report; May 13 – June 9 allowance of claims; and personnel changes. The consent agenda was approved, following a motion by Ms. Baker and a second by Mr. Girton, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Sosbe, and Ms. Stover).

The board approved the 2026 Budget Preparation and Adoption Timeline (see document), following a motion by Ms. Carrell and a second by Ms. Baker, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Sosbe, and Ms. Stover). The board budget committee meeting has been scheduled for Wednesday, July 23.

The board reviewed and approved the Discard List (see document), following a motion by Mr. Girton and a second by Ms. Sosbe, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Sosbe, and Ms. Stover). Mr. Dunbar inquired if the library auctions off items from the discard list. Ms. Brautigam explained that the library does not have an in-person auction, but will generally offer discarded items to other public libraries or on an approved government online auction site. Mr. Girton inquired about what would replace the exterior benches at KHCPL Main. The exterior benches will be replaced with outdoor bistro tables and chairs and bicycle racks. The outdoor tables and seating will be secured. There was also general discussion about the value of the library's art collection.

The board approved the Resolution to Transfer Between Library Appropriations (see resolution), following a motion by Ms. Baker and a second by Mr. Girton, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Sosbe, and Ms. Stover). Ms. Bates explained that delays in the United States Postal Service resulted in vendors receiving library checks late, and thus the library incurring late fees on those payments. All the affected vendors were contacted and agreed to waive the late fees, but did not waive the interest. Ms. Baker inquired about the option of making fund transfers through the bank in the future to avoid this happening again. Ms. Bates explained that plans are currently underway to change to ACH payments, but there are still policy and procedure changes that need to be detailed.

The board reviewed and approved the Meeting Room Policy (see policy), following a motion by Mr. Girton and a second by Ms. Sosbe, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Sosbe, and Ms. Stover). The policy now differentiates standard room setups from specialized room setups. Groups and patrons requesting a specialized room setup will incur a fee for staff time.

Ms. Brautigam informed the board of upcoming additions to the Monthly Statistical Report. The updated report will include statistics for faxes, patron meeting room and study room usage, and remote prints.

The was no Other New Business.

Under Director's Comments • Ms. Brautigam highlighted the success of this year's Summer Reading Kick-off Party. She also informed the board that the Veterans Evaluation Services has been granted permission to use the library parking lot at KHCPL Main for one of their Mobile Units. The Mobile Unit will occupy a portion of the parking lot for assessments from July 7 – July 9.

The meeting was adjourned to executive session [IC 5-14-1.5-6.1(b)(9)] for performance evaluations at 4:52 p.m.

Cathy Stover, Secretary

[Minutes prepared by Ginger Hanny.]

The next library board meeting will be on **Monday, July 21** at 4:30 p.m. at KHCPL Main.