

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
March 16, 2020

Members

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

Others

T. J. Rethlake, Attorney

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Lori Danford, Head of Finance and HR
Heather Dale, Administrative Assistant
Deb Andrews
Mattie Andrysiak
Lori Hugley
Tammy Keith
Allen McKinney
Becca McGregor
Jody Mitchell-Heath
Amanda Munroe
Shakti Scircle
Trisha Shively
Kayla Skiles
Dawn VanBibber

The board meeting was called to order by the president at 4:32 p.m. with six members present.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of February meeting; February 2020 statistical report; February 11 – March 9 appropriations report; February 29 Funds Balance; February 11 – March 9 allowance of claims; and Personnel Changes. The consent agenda was approved following a motion by Ms. Baker and a second by Ms. Stover.

The board discussed KHCPL's Covid 19 (Coronavirus) Plan. · Ms. Brautigam announced that the County Commissioners had just ordered many county locations closed beginning 8 a.m. on March 17th, including KHCPL, due to the epidemic. · She explained that a section from the Emergency Handbook about Medical Emergencies or Severe Illness Outbreaks needed to be revised. Some revisions addressed the potential need for quarantining individual employees. In addition, Ms. Brautigam requested that an amendment be made to point seven under Action Guidelines to state that the hours actually worked, whether either in person or remotely, will be paid at 100% rate, but time off up to regular hours would be at 85% with the difference allowed to be made up with available paid leave. Ms. Baker stated that she would like the policy to clarify the role of the board in a decision to close the library, and suggested adding "after informing the library board" to point three. The revisions were approved following a motion by Mr. Dunbar and a second by Ms. Martinez. · Ms. Brautigam reported that she had answered a question from a library board member about library funding during closure. She stated that the library budget is not tied to whether our facilities are open or not, so the funds from property taxes will still be available.

The Surplus Items to Discard list (see list) was reviewed. Ms. Brautigam explained that the items would be offered to the Friends of the Library, they usually decline the items, and then then the items are given away or discarded as we decide. She said that occasionally items are sold, e.g. for scrap, and

that any income from sold items goes to the Friends of the Library. The board approved the list following a motion by Ms. Baker and a second by Ms. Stover.

The board reviewed a Relationship Mapping Exercise that Ms. Brautigam developed. She stated that the exercise would be worked on at a future meeting when it is not necessary to be socially separate due to possible contagion.

Head of Adult & Teen Trisha Shively gave a video tour of the KHCPL Main 2nd floor remodel as the Thumbnail Sketch.

Under director's comments, · Ms. Brautigam noted that the library board might need to discuss what to do if a large number of library employees become sick. · She stated that library cards that would have expired from March 1st have been extended through May 1st. · Small Council plus Lori Danford will be meeting tomorrow morning at 9 a.m. to figure out what staff need to work and in what matter. Announcements will be made by noon.

The meeting was adjourned at 5:15 p.m.

Alan Girton, Secretary

[Minutes prepared by Heather Dale.]

The next meeting will be April 20, 4:30 p.m., at KHCPL Main.