

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
May 16, 2016

Members

Joe Dunbar, President
Dee Emmons
Alan Girton
Clee Oliver
Karen Sosbe
Cathy Stover

Others

Brian Oaks, Attorney
Aurora Parslow, Mayor's Youth
Connor Stevens, Mayor's Youth

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Lori Danford, Head of Finance & HR
Heather Dale, Administrative Assistant
Cody Blume
Angela Garrett
Janis Rister
Lesley Wysong

The board meeting was called to order by the president at 4:30 p.m. with six members present.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of April meeting; April statistical report; April 30 funds report; April 12 – May 9 appropriations report; April 12 – May 9 allowance of claims; and personnel changes. The consent agenda was approved on a motion by Mr. Oliver and a second by Ms. Sosbe.

Correspondence concerning an economic revitalization area tax abatement and a thank you from U. S. Congressman Todd Rokita for use of the KHCPL Main meeting room (see correspondence) were reviewed.

Dee Emmons, Karen Sosbe, and Joe Dunbar will serve on this year's budget committee.

A motion to approve changes to the Circulation Policy to add Second Chance Cards and to revise requirements for Waiver Programs (see report) was made by Ms. Sosbe and seconded by Ms. Stover. Following discussion, the motion was withdrawn by Ms. Sosbe and the motion to withdraw seconded by Ms. Stover. The Fine and Fee Waiver Programs section of the Circulation Policy was approved on a motion by Ms. Sosbe and a second by Ms. Stover. The Second Chance Cards section of the policy will be discussed again at the June meeting.

Under Thumbnail Sketch, Children's Services Coordinator Cody Blume played the Summer Reading video for 2016's program entitled "Booking Through Time" in celebration of Indiana's bicentennial.

A Personnel Committee, to evaluate hours per week for employees and how it affects leave earned, was appointed as follows: Ms. Baker, Mr. Girton, and Ms. Stover.

Ms. Danford explained that the State Board of Accounts has mandated that libraries establish internal controls for our funds. A resolution to establish internal controls was approved on a motion by Ms. Emmons and a second by Ms. Sosbe. The board also reviewed KHCPL's procedures for internal controls (see report.)

The board gave approval to apply to the Community Foundation for a \$5,000 grant to cover some of the Spring 2017 Discover Tech exhibit's expenses on a motion by Ms. Sosbe and a second by Mr. Oliver. The motion carried with the following vote: aye – Girton, Stover, Emmons, Oliver, Sosbe; abstaining – Dunbar.

There was no other new business.

Under director's comments, Ms. Brautigam distributed the evaluation forms for her and for board attorney Brian Oaks. Ms. Brautigam polled the board to set a date for the June board meeting. It was decided to hold the meeting on Monday, June 27th at KHCPL South at 4:30 p.m. Ms. Brautigam stated she is still working on the Book a Bike program, but has not been able to acquire funding for this year.

The board meeting was adjourned at 5:11 p.m.

Karen Sosbe, Secretary

[Minutes prepared by Heather Dale.]