

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main Virtual Meeting
May 18, 2020

Members

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

*Departed at 5:15 for an
out-of-town meeting

Others

T. J. Rethlake, Attorney

Staff

Faith Brautigam, Director*
Doug Workinger, Assistant Director
Lori Danford, Head of Finance and HR*
Heather Dale, Administrative Assistant
Susan Bednarz
Diane Carman
Julie Carter
Justin Fritch
Emily Hoover
Pam Hughes
Kim Johnson
Medora Kennedy
Amanda Luczkowski
Stephanie Purvis
Aaron Rood
Marsha Santen
Lori Seaman
Trisha Shively
Kathy Snyder
Samantha Vent
Kaitlynn Watanabe
Ed Wiley

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

There were no public comments via Zoom meeting software chat.

The consent agenda was reviewed as follows (see reports): Minutes of April meeting; April 2020 statistical report; April 14 – May 11 appropriations report; April 30 Funds Balances; April 14 – May 11 allowance of claims; and Personnel Changes. The consent agenda was approved following a motion by Mr. Dunbar and a second by Ms. Stover.

Updated Policies (see policies):

- 1) Medical Emergency or Severe Illness Outbreak Policy (from Emergency Manual) revisions were reviewed. Ms. Brautigam explained that the board policy committee and attorney worked with administration to develop the changes. Part of the changes came about from the use of the policy recently and what was learned, and others were to meet state guidelines regarding ghost employment. The policy was approved following a motion by Mr. Girton and a second by Ms. Martinez.
- 2) Changes proposed for the Personnel Manual were reviewed. Ms. Brautigam noted that some changes were to update terminology, but also included were changes to allow a furlough in order to keep an employment relationship with an employee, unlike layoff for termination which does not maintain ties with the employee. The manual was approved following a motion by Mr. Dunbar and a second by Ms. Baker
- 3) A new policy entitled Expanded FMLA Policy was approved on a motion by Ms. Martinez and a second by Ms. Stover.

Ms. Brautigam shared reopening plans for the library facilities. She explained that buildings will reopen on the Tuesday following Memorial Day (May 26) with reduced hours. A video explaining the plan is now on social

media and information is also on the library's website. The idea will be to encourage "grab and go" and to have staff near the entrances at KHCPL Main to guide patrons to available services. On June 8th, library buildings will resume regular hours with some limitations. Ms. Brautigam noted that curbside checkout will continue until things are back to normal.

Ms. Martinez, Ms. Baker, and Ms. Sosbe were appointed to the board budget committee.

Ms. Brautigam reported on Community Engagement she has been involved with in the past year, and her progress on her goals (see reports.)

The evaluation forms for the Director and Board Attorney were distributed by email.

Under director's comments, Ms. Brautigam stated that April and May documents that need board signatures need to be signed. Following discussion, Ms. Brautigam stated that she would make sure scanned signatures are allowed by the state, then Ms. Dale will scan and email the documents to the board for them to sign and return.

Mr. Rethlake said that an electronic meeting policy could be adopted to address how to handle situations where a quorum of board members cannot meet in person.

The meeting was adjourned at 5:23 p.m.

Alan Girton, Secretary

[Minutes prepared by Heather Dale.]

The next meeting will be June 15, 2020, 4:30 p.m., at KHCPL Main.