

Kokomo-Howard County Public Library (KHCPL)  
Board of Trustees Meeting  
KHCPL Main  
November 19, 2018

Members

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

Others

T. J. Rethlake, Attorney  
Sally Schafer, Friends Vice President  
Peggy Hollingsworth

Staff

Faith Brautigam, Director  
Doug Workinger, Assistant Director  
Lori Danford, Head of Finance & HR  
Heather Dale, Administrative Assistant  
Tracy Cassidy  
Bethann Donovan  
Emily Hoover  
Tammy Keith  
Amanda Luczkowski  
Samantha Murphy  
Morgan Oilar  
Marsha Santen  
Amber Sefton  
Beth Weimer  
Daniel Williams

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

There were no public comments.

Mr. Girton congratulated Quiana Preston for being selected for an NAACP leadership award.

The consent agenda was reviewed as follows (see reports): Minutes of October board meeting; October statistical report; October 9 through November 12 appropriations report; October funds balances report; October 9 through November 12 allowance of claims; and personnel changes (see agenda). The consent agenda was approved following a motion by Mr. Dunbar and a second by Ms. Carrell.

A resolution to transfer \$500 from the Operating Fund to the Employee Medical Fund (see resolution) was approved on a motion by Ms. Baker and a second by Ms. Sosbe.

The annual report of the Friends of the Library (see report) was presented by Friends Vice President Sally Schafer.

Revisions to the Circulation Policy (see policy) were reviewed. Head of Circulation Aaron Smith relayed that some of the changes being made in the policy include that there will be no overdue fines on juvenile, young adult, and junior high books; movie checkouts allowed will be increased to 30; maximum overdue fines balances before payment needing to be made will go from \$10 to \$20; a \$1.50 processing fee per item will be added for replacing unreturned materials; teacher card limits for DVDs will be 10 movies; a responsible caregiver card was developed; Central Middle School cards will be changed at the end of the school year to be limited to books and magazines; video game checkouts will be extended to 14 days; and the billing period for books is being reduced from four to three weeks. Mr. Rethlake suggested the new language on page 17 under Confidentiality of Patron Records be revised to something like "Patron confidentiality may be disregarded for information to be reported to proper authorities." He will develop the wording and send it to Mr. Smith. A motion to approve as amended was made by Ms. Sosbe and seconded by Ms. Preston.

The board reviewed quotes submitted by three office supply companies (see quotes) to be the primary office supply vendor for KHCPL for the next two years (see quotes): Rite Quality, Quill Corporation, and Staples Advantage. Ms. Brautigam noted that Rite Quality's quote was slightly higher than the others, but that they guaranteed the pricing for a two year period. A motion was made by Mr. Dunbar to select Rite Quality as the library's primary office supply vendor. Ms. Stover seconded the motion and it carried.

Under Harwood Public Innovators Lab Application (see report), Ms. Brautigam explained that the MCLS is providing money for organizations to obtain a Harwood Public Innovators Lab, including 2.5 days of training for the director, and up to four others, with the expectation that the library turns outward toward the community. She requested that the library board sign a letter of support for the lab as part of the application. The board agreed to apply for the lab on a motion by Ms. Baker and a second by Ms. Sosbe.

Ms. Brautigam reported that KHCPL Russiaville will be temporarily closed for renovations. Mr. Smith explained that vinyl wallpaper at the branch has started to peel. All the wallpaper will be removed, the drywall will be skim coated, then the walls will be primed and painted. He noted that shelving will need to be removed in certain areas. The branch will be closed from November 28 through possibly December 21. Mr. Smith reported that the bookmobile will be at Russiaville on most Fridays and Saturdays while the facility is closed.

There was no other new business.

Under director's comments, Ms. Brautigam announced that she will be here for the December board meeting and then will be on medical leave. She said that she hopes to return before the January meeting, which is scheduled for Monday, January 28<sup>th</sup>.

The board meeting was adjourned at 5:09 p.m.

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Karen Sosbe, Secretary

[Minutes prepared by Heather Dale]