

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
November 18, 2019

Members

Cathy Stover, President
Mary Baker
Alan Girton
Philina Martinez
Quiana Preston
Karen Sosbe

Others

T. J. Rethlake, Attorney
Vinh Ly, Mayor's Youth Advisory
Dalva Ruposo, Mayor's Youth
Treasure Obikwu, Mayor's Youth
Sally Schafer, Friends

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Lori Danford, Head of Finance & HR
Heather Dale, Administrative Assistant
Maddy Butts
Justin Kingery
Courtney Klueh
Morgan Oilar
Brennan Reed
Cindy Stover
Kaitlynn Watanabe
Mikayla Wickham
Carly Wimmer

The president called the board meeting to order at 4:35 p.m. with six members present.

Ms. Stover introduced one of the new Mayor's Youth Advisory teen representatives, Treasure Obikwu, to the library board.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of the October meeting; October statistical report; October 15 through November 11 appropriations report; October 31st financial report; October 15 through November 11 allowance of claims; transfer of \$50,000 from "Communications" to "Building Repairs"; and personnel changes. The consent agenda was approved on a motion by Mr. Girton and a second by Ms. Baker.

Friends Vice President Sally Schafer presented the Friends of the Library annual report (see report) to the library board.

Ms. Brautigam explained that items that the library no longer needs are to be declared surplus by the library board and then they can be given to the Friends for sale, discarded, or disposed of otherwise. A motion to approve the list of Surplus Items (see list) was made by Ms. Baker and seconded by Ms. Sosbe. The motion carried.

The board reviewed the updated Exhibit Policy (see policy). The policy was approved on a motion by Mr. Girton and a second by Ms. Martinez.

Ms. Brautigam explained that we plan to use RFID checkout, but will not use automated materials handling because it is not practical for our library system at this time. Head of Children's Services Brennan Reed provided a recommendation to use Envisionware as the library's RFID vendor (see quotes). Mr. Reed stated that Envisionware appears to show attention to detail and their quote was the lowest of those provided. The RFID program will be at all locations and maintenance is included the first year and then there will be a cost annually after that. Once a vendor is selected, Mr. Reed stated that RFID will probably be operational next fall, or possibly sooner. The board approved using

Envisionware for RFID on a motion by Ms. Baker and a second by Ms. Sosbe. Ms. Brautigam added that KHCPL is also switching to OCLC Wise for all our cataloging and checkout software which is starting in September 2020, so this might cause an adjustment to the RFID schedule.

The board reviewed the 2020 to 2024 Strategic Plan (see plan.) The strategic plan was adopted on a motion by Ms. Baker and a second by Ms. Preston by the following vote: aye- Ms. Martinez, Ms. Baker, Ms. Preston, Ms. Sosbe; abstain – Mr. Girton.

Under Thumbnail Sketch, Assistant Head of Adult & Teen Department Justin Kingery shared information about new database Lynda.com, which is now available for library patrons by logging on through the library's website. This learning module provides classes on photography, language, web design and many more topics. He noted that the name of the database soon will be changed to LinkedIn Learning, due to a buyout.

Ms. Brautigam shared a proposed media interaction procedure (see procedure) as part of trustee training.

There was no other new business.

Under Director's Comments •Ms. Brautigam noted that all library locations will be closed on Friday for staff training. The library will also be closed for Thanksgiving and the day after Thanksgiving.

The board meeting was adjourned at 5:13 p.m.

Quiana Preston, Secretary

[Minutes prepared by Heather Dale.]

The next regular meeting will be Monday, December 16, 4:30 p.m., at KHCPL Main.