

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
November 21, 2022

Members

Mary Baker, President
Stephanie Carrell
Alan Girton
Stephanie Oden
Karen Sosbe*
Cathy Stover

Others

Nick Graves, Friends of the Library President
Lauren Bradley, Mayor's Youth Advisory
Annabeth Cameron, Mayor's Youth Advisory
LeeAnna Coons, Mayor's Youth Advisory

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Christie Tate, Head of Human Resources *
Heather Dale, Administrative Assistant
Trina Evans*
Amy Russell*
Lori Seaman*
Cari Walker*

The meeting was called to order by the president at 4:30 p.m. with five members present and one attending via Zoom. (* above indicates those who attended virtually via Zoom. All others attended in person.)

There were no public comments in person or via Zoom meeting software chat.

A motion was made by Ms. Baker to amend the agenda to add Election of Treasurer under New Business. Mr. Girton seconded the motion and it carried by the following vote (aye – Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

The consent agenda was reviewed as follows (see reports and agenda): Minutes of October meeting; October statistical report; October 11 - November 14, 2022, appropriations report; October financial report; October 11 - November 14, 2022, allowance of claims; and Personnel Changes. The consent agenda was approved following a motion by Mr. Girton and a second by Ms. Oden, by the following vote (aye – Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

Ms. Oden reported that the committee to review the possible donation of real property adjacent to KHCPL Russiaville met and recommended accepting the donation from the Town of Russiaville. The board approved the donation on a motion by Mr. Girton and a second by Ms. Stover by the following vote (aye – Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

Resolutions to Transfer Between Library Appropriations (see resolutions) were approved following a motion by Ms. Stover and a second by Ms. Oden by the following vote (aye – Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

Mr. Graves presented the Friends of the Library annual report (see report) to the board. Ms. Baker thanked Mr. Graves and the Friends for their support of library services.

The October graphic monthly reports (see reports) were reviewed in their new format. These will normally be sent to the library board in a separate email instead of being a part of the board meeting information packets.

Ms. Brautigam explained that library employees need to schedule holiday time within the pay periods for both Christmas Day and New Year's Day because they occur on weekends this year. She added that attempting to schedule time off for all the employees who qualify in such a short period of time would result in difficulties for the library; therefore, she requested that library facilities be closed on December 26th and January 2nd to allow employees to claim their holidays on those dates. The board agreed to this recommendation following a motion

by Mr. Girton and a second by Ms. Oden by the following vote (aye – Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

Under Other New Business, Rita Bates was elected as the Board Treasurer to replace Brook Cleaver following a motion by Ms. Stover and a second by Ms. Carrell by the following vote (aye – Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

Under Director's Comments, • Ms. Brautigam announced that Pastor Dr. William Smith of Second Missionary Baptist Church has submitted a proposal to present at a Symposium at William and Mary College in Virginia and has invited Head of GLHD Amy Russell to be part of the presentation. The Symposium will be held in March of 2023. • Ms. Brautigam reported that she and Head of Collection Management Tammy Keith made a presentation to the League of Women Voters recently. She added that one point of discussion was to build a process where members of the community can connect with their public libraries to be advocates for the right to read. • Ms. Brautigam announced that a Narcan vending machine has been installed in the KHCPL Main Union Street entrance. The machine will be operational in December. KHCPL will be the first library in Indiana to provide space for this service. The main library's outside box is the most used in the county and boxes are being installed outdoors at the branches. Narcan training will be part of upcoming custodian and security CPR/first aid training.

The meeting was adjourned at 5:00 p.m.

Stephanie Carrell, Secretary

[Minutes prepared by Heather Dale.]

The next meeting will be on **Monday, December 19**, at 4:30 p.m. at KHCPL Main.