

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
October 16, 2023

Members

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

Others

Alexandria Toren, Mayor's Youth

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Heather Dale, Admin Assistant
Trina Evans*
Amy Russell*
Kayla Skiles
Christie Tate*

The meeting was called to order by the president at 4:31 p.m. with all members present. (Board members, Ms. Brautigam, Mr. Workinger, Ms. Bates, Ms. Skiles, and Ms. Dale attended in person. All others* attended virtually via Zoom.)

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

New mayor's youth advisory representative Alexandria Toren was introduced to the library board.

The consent agenda was reviewed as follows (see reports and agenda): Minutes of September meeting; September statistical report; September 12 – October 9 appropriations report; September financial report; September 12 – October 9 allowance of claims; and personnel changes. The consent agenda was approved, following a motion by Mr. Dunbar and a second by Ms. Stover, by the following vote (aye –Ms. Baker, Ms. Carrell, Mr. Dunbar, Mr. Girton, Ms. Sosbe and Ms. Stover.)

A resolution to transfer between library appropriations (see resolution) was approved following a motion by Mr. Girton and second by Ms. Sosbe, by the following vote (aye –Ms. Baker, Ms. Carrell, Mr. Dunbar, Mr. Girton, Ms. Sosbe and Ms. Stover.)

The 2024 budget (see tax rate and signature pages) was adopted following a motion by Ms. Sosbe and a second by Ms. Carrell, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Mr. Girton, Ms. Sosbe and Ms. Stover.)

The Code of Conduct and the Patron Behavior Signage were approved (see policy) following a motion by Ms. Sosbe and second by Ms. Baker, by the following vote (aye –Ms. Baker, Ms. Carrell, Mr. Dunbar, Mr. Girton, Ms. Sosbe and Ms. Stover.)

Mr. Workinger explained that the information previously included in the Trespass Policy (see policy) is now included in the Code of Conduct, and suggested the board vote to revoke the Trespass Policy. The policy was revoked following a motion by Mr. Girton and second by Mr. Dunbar, by the following vote (aye –Ms. Baker, Ms. Carrell, Mr. Dunbar, Mr. Girton, Ms. Sosbe and Ms. Stover.)

Updates to the Personnel Manual (see revisions) were reviewed. Following a question by Mr. Dunbar, it was decided by consensus to table Section 3.8 Work Week and Hours of Work until that section could be reviewed by the attorney. The remainder of the revised Personnel Manual was approved following a motion by Mr. Dunbar and second by Ms. Baker by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Mr. Girton, Ms. Sosbe and Ms. Stover.)

Under Thumbnail Sketch, Head of Circulation Kayla Skiles presented a summary of National Library Card Signup Month events the library participated in during September. The theme was Tell Us Your Story, and matched national days of celebration with associated local businesses. Ms. Skiles shared that this year's number of new card signups (786) during the month exceeded signups from other months in 2023 by an average of 39%. The percentage of new card owners who currently have something checked out is 67%, which she noted shows that they not only signed up, but also are using our services.

There was no other new business.

There were no director's comments.

The meeting was adjourned at 5:18 p.m. to **Executive Session** IC 5-14-1.5-6.1(9) for discussion of a personnel matter.

Cathy Stover, Secretary

[Minutes prepared by Heather Dale.]

The next regular meeting will be on **Monday, November 20** at 4:30 p.m. at KHCPL Main.