

Kokomo-Howard County Public Library (KHCPL)  
Board of Trustees Meeting  
KHCPL Main  
September 18, 2017

Members

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

Others

T. J. Rethlake, Attorney  
Kaylea Baker, Mayor's Youth Advisory  
Briana Stewart, Mayor's Youth Advisory

Staff

Faith Brautigam, Director  
Doug Workinger, Assistant Director  
Lori Danford, Head of Finance & HR  
Heather Dale, Administrative Assistant  
Evan Carman  
Dane Hendrickson  
Jean Horton  
Tammy Keith  
Stephanie Purvis  
Amber Sefton  
Nichole Simmons  
Ron Tetrick

The board meeting was called to order by the president at 4:31 p.m. with four members present.

Mayor's Youth Advisory student representatives Briana Stewart and Kaylea Baker were introduced. Both are juniors at Kokomo High School.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of August board meeting; August statistical report; August 15 through September 11 appropriations report; August funds balance report; August 15 through September 11 allowance of claims; and personnel changes (see agenda). The consent agenda was approved on a motion by Mr. Dunbar and a second by Ms. Sosbe. \*Ms. Stover arrived.

Ms. Brautigam shared that a library employee from the Main Circulation Department, Deb Lamoureux, passed away over the weekend.

There were no comments during the public hearing of the 2018 Budget Proposal.

A Resolution to Transfer Between Library Appropriations (\$25,000 from Furniture & Equipment to Building Repairs) was approved on a motion by Mr. Dunbar and a second by Ms. Sosbe.

Revisions to include wording about the new Video Game Collection to the Collection Development Policy and the Circulation Policy were reviewed (see report). The board approved the revisions on a motion by Ms. Sosbe and a second by Ms. Stover.

Head of Finance & Human Resources Lori Danford shared updates to the Personnel Manual (see report.) It was noted that the State Library now requires a Travel Policy, which the board already has approved, so the information about travel that was in the Personnel Manual was removed or simplified. Following review, the updates were approved on a motion by Mr. Dunbar and a second by Ms. Sosbe.

Ms. Brautigam explained that the text from two policies have been placed into other policies; therefore, she requested that the board eliminate the original two policies: the Electronic Device Borrowing Policy and the Exempt/Non-Exempt Status Policy. The board voted to eliminate the policies as requested on a motion by Mr. Dunbar and a second by Ms. Carrell.

Head of Outreach and Collection Management Tammy Keith gave a Thumbnail Sketch about Experience Kits. She explained that we are starting out with 11 kits. She displayed a few of the kits: one to be used with people who have a form of dementia, one with STEM materials, a cake baking kit, and one which contains glasses for people who are color blind and items that are colorful. Ms. Keith stated that the kits will be available to be checked out soon. \*\*Mr. Girton arrived.

There was no other new business.

Under director's comments, · Ms. Brautigam announced that author Ben Montgomery will be at IUK at Kelley Center Rm 110 this Thursday. Tickets are free, but required. · Ms. Brautigam stated the volunteer recognition dinner is this Friday at KHCPL South. · Ms. Brautigam reported that we are almost sold out of tickets for the Howard County Reads murder mystery fundraiser which will be held October 20<sup>th</sup>. · Ms. Brautigam announced that library locations have just started giving out free tickets for the Eva Mozes Kors Holocaust survivor speaking engagement which will be on October 19<sup>th</sup>.

Ms. Baker asked which board members will be available for the October board meeting if it is held on Monday, October 16<sup>th</sup>. Ms. Sosbe, Ms. Stover, Mr. Girton, and Ms. Baker all agreed to attend on that date, which constitutes a quorum. Ms. Preston will be contacted to see if she will be there as well.

The board meeting was adjourned at 4:56 p.m.

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Karen Sosbe, Secretary

[Minutes prepared by Heather Dale]