

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
September 17, 2018

Members

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

Others

T. J. Rethlake, Attorney
James Walter, Mayor's Youth Advisory

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Lori Danford, Head of Finance & HR
Heather Dale, Administrative Assistant

Executive Session IC 5-14-1.5-6.1(9) for discussion of personnel matter

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

Mr. Girton welcomed new Mayor's Youth Advisory teen representative James Walters to the library board.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of August board meeting; August statistical report; August 14 through September 10 appropriations report; August funds balance report; August 14 through September 10 allowance of claims; and personnel changes (see agenda). The consent agenda was approved following a motion by Mr. Dunbar and a second by Ms. Baker.

Ms. Brautigam explained that Christmas Eve is on Monday and Christmas Day is on Tuesday this year, so she asked the board whether we should close on Sunday, December 23rd. The library is usually open 3½ hours on Sundays. She noted that it would not be a paid holiday for staff. The board approved closing library locations on Sunday, December 23, this year following a motion by Mr. Dunbar and a second by Ms. Sosbe.

There were no public comments regarding the 2019 budget. Ms. Brautigam reported that the Department of Local Government Finance has estimated that the library will experience a shortfall of almost one million dollars for 2019 due to the tax cap. Ms. Brautigam stated that this is the third year DLGF has created an estimate and that their previous estimates have been much greater than the actual shortfall

Ms. Brautigam explained that the library hasn't purchased gift cards for drawings or awards in the past because the State Board of Accounts (SBOA) did not allow it. She relayed that Ms. Danford discovered the SBOA now allows it and Ms. Danford has developed a resolution to allow for the purchase of gift cards under close supervision (see resolution.) She noted that the resolution was reviewed by the SBOA. Mr. Rethlake expressed that the resolution would need to follow good protocols: 1) passing a review by the State Board of Accounts, which the resolution has done; and 2) having the unreserved backing of the library board. Following discussion, a motion was made by Mr. Dunbar and a second by Ms. Sosbe to approve the gift cards resolution. The motion carried.

The board reviewed some comments made by the public through the My Library Rocks promotion this past summer (see report.) Ms. Brautigam expressed that she is very encouraged by the large number of comments praising the library staff for their friendliness and professionalism.

Under Thumbnail Sketch, Ms. Brautigam reported that she developed a new program called Landmarks Tell Their Stories with the idea of providing an educational event geared toward senior citizens. She explained that

the program is a two day “conference light” with speakers and activities featuring architecture and history. Ms. Brautigam stated that registration is not enough at this point to hold the event, so she asked the board to share the opportunity with anyone who they think would be interested. Ms. Sosbe suggested dropping flyers off at the Senior Citizens Center. Ms. Brautigam noted that the process of developing the program has been a great learning experience for her.

There was no other new business.

Under director’s comments, Ms. Brautigam shared a thank you from Taylor Schools for providing an opportunity for their students to volunteer at KHCPL on their service day.

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

The work session was called to order by the president at 5:15 p.m.

Ms. Brautigam presented information to update the board on future planning for KHCPL. She noted that a number of things have been affecting change for libraries, including technology, education, online competition, reductions in funding, and societal changes. She explained that we have a four-year strategic plan that will end in December 2019. Ms. Brautigam was asked to provide updates to the board on strategic plan goals at least twice per year.

The work session was adjourned at 6:45 p.m.

Karen Sosbe, Secretary

[Minutes prepared by Heather Dale]