

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
January 11, 2016

Members

Joe Dunbar, President
Mary Baker
Dee Emmons
Alan Girton
Clee Oliver
Karen Sosbe
Cathy Stover

Others

Brian Oaks, Attorney
Connor Stevens, Mayor's Youth
Aurora Parslow, Mayor's Youth
Peggy Hollingsworth

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Lori Danford, Head of Finance & HR
Heather Dale, Administrative Assistant
Cody Blume
Bethann Duly
Emily Hemersbach
Kim Johnson
Tammy Keith
Anna Polk
Amy Russell
Marsha Santen
Keith Scircle
Lou Ann Stroup
Cari Walker

The board meeting was called to order by the 2015 secretary, Clee Oliver, at 4:30 p.m. with all members present.

Ms. Brautigam introduced new board members Cathy Stover and Alan Girton.

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of December meeting; December statistical report; December 8-31 and January 1-7 appropriations reports; December 8-31 and January 1-7 allowance of claims; and personnel changes. The consent agenda was approved on a motion by Mr. Dunbar and a second by Ms. Sosbe.

Ms. Baker made a motion to elect Joe Dunbar as president, Clee Oliver as vice president, Karen Sosbe as secretary, and Lori Danford as treasurer. Ms. Emmons seconded the motion and it carried.

Mary Baker was reappointed to be the library board's representative on the Kokomo Park Board.

The board appointed Brian Oaks as the library's attorney for another year.

Patron suggestions received from July to December 2015 (see report) were reviewed.

User Fees for 2016 were reviewed. Ms. Brautigam stated that the title "iPads" needed to change to "Circulating Tablets". The user fees were approved as revised on a motion by Ms. Baker and a second by Ms. Sosbe.

There was no other new business.

Under director's comments, Ms. Brautigam explained that the Operating Fund balance is much higher than last year. She explained that one of the advantages to having a higher balance is that it reduces the need to borrow funds while waiting for tax disbursements, which saves on interest.

The board meeting was adjourned to the Board of Finance Meeting at 4:47 p.m.

- A. Library board officers were designated as officers of the board of finance on a motion by Mr. Oliver and a second by Ms. Baker.
- B. The board of finance reviewed information about current fund balances (see report.)
- C. Ms. Danford explained that tax warrants are temporary loans to provide cash flow until tax draws are received. Approval to advertise for tax anticipation warrants was made on a motion by Ms. Baker and second by Ms. Emmons.
- D. On a motion by Ms. Sosbe and a second by Mr. Oliver, the board approved making a request for 2016 advance tax draws.
- E. Approval to place 2016 legal advertisements in the *Kokomo Tribune* and *Kokomo Herald* was made on a motion by Ms. Baker and a second by Mr. Oliver.
- F. The interest income report was reviewed (see report.)
- G. The investments report was reviewed (see report.)
- H. A resolution to encumber 2015 operating funds (see report) was approved on a motion by Ms. Emmons and a second by Mr. Dunbar.
- I. A report comparing the 2015 budget to actual expenditures was reviewed (see report).
- J. The board reviewed the 2015 Tax Revenue Analysis (see report)
- K. The 2016 Employee Medical Spending and Dependent Care Account was set up in the amount \$43,751.51, which includes a transfer of \$37,291.67, on a motion by Ms. Baker and a second by Ms. Sosbe.

The next meeting will be February 15, 4:30 p.m., at KHCPL Main.

Karen Sosbe, Secretary

[Minutes prepared by Heather Dale.]