

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL South
June 27, 2016

Members

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

Others

Brian Oaks, Attorney

Staff

Faith Brautigam, Director
Lori Danford, Head of Finance & HR
Heather Dale, Administrative Assistant
Lisa Fipps, Director of Marketing
Susan Bednarz
Julie Carter
Hali Evans
Lori Hugley
John Papacek
Stephanie Plummer
Aaron Smith
Connie Thomas
Meredith Wagner
Kaitlynne Watanabe
Mikayla Wickham
Lori Wilka

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

There were no public comments.

The consent agenda was reviewed as follows (see reports): Minutes of May meeting; May statistical report; May 31 funds report; May 9 – June 20 appropriations report; May 9 – June 20 allowance of claims; and personnel changes. The consent agenda was approved on a motion by Ms. Baker and a second by Ms. Sosbe.

The board reviewed new language concerning Second Chance Cards for the Circulation Policy (see report.) Following discussion, the Second Chance Cards section of the Circulation Policy was approved on a motion by Ms. Sosbe and a second by Ms. Stover.

The board reviewed a contract for an LSTA sub grant, in the amount \$10,000, for additional Wi-Fi hotspots. The contract was approved, with Lou Ann French and Faith Brautigam designated as representatives for the library, on a motion by Ms. Baker and a second by Ms. Sosbe.

Ms. Brautigam requested that a policy entitled Pandemic Plan be eliminated from the library's list of policies. She explained that any necessary information could be added to the Emergency Handbook when it is next reviewed. A motion to eliminate the plan was made by Ms. Baker and seconded by Ms. Emmons. Mr. Girton suggested that the plan stay in place until the Emergency Handbook is updated. Ms. Baker and Ms. Emmons withdrew their motion.

The board reviewed additional language to be included in the Electronic Device Borrowing Policies (see policy) to allow devices to be renewed. The language was approved on a motion by Mr. Girton and a second by Ms. Baker. As a side note, Mr. Dunbar asked whether all policies should be available for the public to review. Aaron Smith explained that policies that affect the public, such as

the Circulation Policy, are posted on the library's website. Mr. Oaks stated that internal policies such as the Personnel Manual would not need to be published, but the current procedure of posting public policies on the website should continue.

The 2017 budget calendar was reviewed. The budget committee is planning to meet at 9:00 a.m. on July 12th in the KHCPL Administration Conference Room.

Under Thumbnail Sketch, Head of Branches Lori Hugley provided information about a new service called Sew Much. She explained that a grant from the National Quilting Association of \$1,700 was used to purchase eleven sewing machines. The machines are being used for programs teaching sewing and quilting at KHCPL South. She noted that SHAK built two large cabinets at cost to store the equipment and supplies. Ms. Hugley noted that volunteers are teaching the programs. She added that plans are underway for Open Sew times which will allow people to come in and use the library's machines for their own projects.

Board members were given biography forms to provide information to go on the library's website.

There was no other new business.

Under director's comments, Ms. Brautigam noted that KHCPL South's traffic count for May was higher than usual because it was a voting center. Ms. Brautigam announced that the Friends of the Library are the sponsors for the August 3rd Jackrabbit game. A portion of the ticket sales using the code LIBRARY will go to the Friends. Ms. Brautigam shared that a library conference about marketing will be held in Dallas this fall, and she and Lisa Fipps will be presenting a seminar about the Grow the Solution Together pollinator project.

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

Karen Sosbe, Secretary

[Minutes prepared by Heather Dale.]