

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Russiaville
August 19, 2024

Members

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

Others

T. J. Rethlake, Attorney
Peggy Hollingsworth
Rick Homkes

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Ginger Hanny, Administrative Assistant
Kayla Skiles
Kat Slider
Christie Tate*

The board meeting was called to order by the president at 4:32 p.m. with six members present. (Board members, Mr. Rethlake, Ms. Bates, Ms. Brautigam, Ms. Hanny, Ms. Skiles, Ms. Slider, and Mr. Workinger. All others* attended via Zoom.) Ms. Oden joined the meeting with both video and audio via Zoom at 4:43pm.

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

The consent agenda was reviewed as follows (see reports and agenda): Minutes of July meeting; July statistical report; July 9 – August 12, 2024, appropriations report; July financial report; July 9 – August 12, 2024, allowance of claims; and personnel changes. The consent agenda was approved, following a motion by Mr. Dunbar and a second by Ms. Sosbe, by the following vote (aye – Ms. Baker, Mr. Dunbar, Mr. Girton, Ms. Sosbe, and Ms. Stover).

Ms. Brautigam informed the board that, in addition to the monthly statistical report, a supplementary six-month statistical report used to be presented regularly to the board. Ms. Brautigam invited the board members to review the provided 2024 January to June Statistical Report (see document) and to discuss their desire to resume the inclusion of this report at future board meetings. Ms. Baker and Ms. Carrell remarked that the monthly statistical report has been sufficient in providing the board with relevant statistical information. Given that there were no opposing viewpoints, it was determined by consensus that the monthly statistical report would be sufficient for the foreseeable future. (*Ms. Oden joined via Zoom.) Discussion on this item did result in interest among the board to receive an update from KHCPL staff regarding circulation statistics among junior high students at Central Middle School.

Ms. Carrell provided a report on behalf of the Budget Committee consisting of board members Ms. Carrell, Ms. Oden, and Ms. Stover, along with KHCPL staff, Ms. Bates and Ms. Brautigam. The Budget Committee met on July 25, 2024. Ms. Carrell reported that there were no objections to the proposed 2025 budget. Ms. Carrell highlighted some of the proposed budget items the committee was pleased to see such as an increase in employee wages and holiday stipends, the addition of a sidewalk at the KHCPL South stage for accessibility of people with varying abilities, the installation of more swipe-in points for the door access system, and new panic buttons at service desks.

The 2025 Budget Proposal/Approval to Advertise (see document) was approved following a motion by Mr. Dunbar and a second by Ms. Baker, by the following vote (aye – Ms. Baker, Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). Ms. Brautigam highlighted a unique item on the 2025 budget. To promote fair compensation as well as equity among internal work levels, KHCPL has budgeted to hire an external consultant to perform a compensation study. KHCPL plans to receive cost estimates from three consulting firms for this purpose. Ms. Bates noted that the proposed budget uses the maximum amount of funds possible for 2025.

The 2025 Salary Resolution and Pay Scale (see documents) were approved following a motion by Ms. Baker and a second by Mr. Girton, by the following vote (aye – Ms. Baker, Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). Ms. Bates explained that the 2025 pay scale reflects an effort to make wage amounts of lower work levels competitive with comparable positions in other markets. Additionally, the pay scale applies varying percentages of increase across work levels to reach roughly equivalent hourly raises as opposed to applying a fixed percentage across all work levels, which would invariably benefit higher levels over lower levels.

Ms. Brautigam informed the board of the need for a committee consisting of three board members to review the director's contract. Ms. Baker, Ms. Carrell, and Ms. Sosbe volunteered to serve in this capacity.

Ms. Brautigam updated the board of the progress on the Equity Action Plan (see document), noting that updates as of August 2024 are in green lettering. Ms. Brautigam recognized areas of success during the last year, as well as areas of learning where initiatives did not see the anticipated results. Ms. Brautigam also emphasized the continued goal of KHCPL to diversify its staff so that all people coming into the library see themselves belonging at the library. Ms. Baker expressed admiration for the consistent activity of KHCPL to implement the Equity Action Plan over the past four years.

Ms. Skiles, Head of Circulation, and Ms. Slider, Circulation Assistant, provided the board with an update highlighting the success of KHCPL's partnerships with Samsung and StarPlus Energy. Ms. Skiles shared that one of KHCPL's goals this year was to increase the number of organizational library cards. These cards allow administrative staff of local organizations to sign up with library cards so that they can access library resources including LinkedIn Learning, one of KHCPL's online databases. Administrative staff from Samsung and StarPlus reported that access to the thousands of online training videos available on LinkedIn Learning has helped alleviate a training crisis for their organizations. Ms. Slider shared about how she is working with leaders from Samsung and StarPlus Energy to make the library more readily accessible to their employees and employees' families.

There was no Other New Business.

Under director's comments: Ms. Brautigam reminded board members of the upcoming work session scheduled for September 12, 2024 at 4:30pm at KHCPL Main.

Ms. Seaman, Branches Assistant, led the board on a brief tour of the property formerly owned by Mr. Bean. She offered recognition of some community members who assisted in the removal of overgrown brush.

The meeting was adjourned at 5:19pm following the conclusion of the tour.

Mary Baker, Secretary

[Minutes prepared by Ginger Hanny.]

The next library board meeting will be on **Monday, September 16** at 4:30 p.m. at KHCPL Main.