

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL Main
January 21, 2025

Members

Mary Baker
Joe Dunbar
Stephanie Carrell, 2024 President
Alan Girton
Stephanie Oden
Karen Sosbe
Cathy Stover

Others

Hayden Cummins
T.J. Rethlake

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Trina Evans*
Ginger Hanny, Administrative Assistant
Amy Russell*
Aaron Smith*

The meeting was called to order by the 2024 president at 4:30 p.m. with all members present. (Board members, attorney, Mayor's Youth Advisory representative, Ms. Bates, Ms. Brautigam, Ms. Hanny, and Mr. Workinger attended in person. All others* attended via Zoom.)

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 December meeting; December statistical report; December 10 – December 31, 2024, appropriations report and January 1 – January 13, 2025, appropriations report; December financial report; December 10 – December 31, 2024, allowance of claims and January 1 – January 13, 2025, allowance of claims; and personnel changes. The consent agenda was approved, following a motion by Mr. Dunbar and a second by Ms. Stover, by the following vote (aye – Ms. Baker, Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

Nominations were made for the following slate of officers for 2025: Joe Dunbar as President; Mary Baker as Vice President; Cathy Stover as Secretary; and Rita Bates as Board Treasurer. There were no further nominations and nominations were closed. The officers were elected, following a motion by Mr. Girton and a second by Ms. Oden, by the following vote (aye – Ms. Baker, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover. Mr. Dunbar abstained from the vote). Mr. Dunbar took charge of the meeting. Cathy Stover agreed to serve as the Park Board appointee for 2025.

The board reviewed and approved the 2025 User Fees (see policy), following a motion by Ms. Baker and a second by Mr. Dunbar, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

The Circulation Policy was reviewed and approved (see policy), following a motion by Ms. Oden and a second by Ms. Baker, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

Ms. Bates gave a brief overview of the State Board of Accounts' purpose for Internal Controls and the methodology used for documenting staff completion of Internal Controls training. As a best practice, the board annually affirms that all staff have received the required training. During a State Board of Accounts webinar in 2024, Ms. Bates learned that staff are only required to complete Internal Controls training one time, rather than on an annual basis. The board will continue to annually affirm the completion of Internal Controls training for new staff hired within the year. Affirmation of Internal Controls (see document) was approved, following a motion by Mr. Girton and a second by Ms. Sosbe, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

Each board member reviewed and signed the Board Member Ethics Statement (see document) in accordance with the Code of Ethics of the KHCPL Board of Trustees By-Laws.

There was no Other New Business.

Under Director's Comments: Ms. Brautigam informed the board of Senate Bill 283, currently in movement at the Indiana State legislative session. This bill, if passed, would end the right of public libraries to levy taxes in the state of Indiana. Lobbyists are currently requesting that individuals not reach out to state representatives, but Ms. Brautigam will notify board members promptly if this changes. Ms. Brautigam also informed the board of a temporary collaboration with Howard County to allow some of their Health Department staff to park in the library staff parking lot. This is expected to end when part of the former Firestone building site is converted into additional parking. Lastly, Ms. Brautigam updated the board on the hiring progress for the Head of Genealogy and Local History position.

The meeting was adjourned to the board of finance meeting at 4:46pm.

- A. Election of Officers: A motion was made by Ms. Oden for the 2025 library board officers to serve in the same capacity on the board of finance. Mr. Girton seconded the motion, and it carried by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).
- B. The 2024 Financial Report (see report) was reviewed.
- C. The 2024 Operating Fund Analysis (see report) was reviewed.
- D. The Interest Income Report (see report) was reviewed.
- E. The Report of Investments (see report) was reviewed.
- F. Cancellation of Old Outstanding Checks (see report) was approved, following a motion by Ms. Baker and a second by Mr. Girton, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).
- G. A Resolution to Encumber Operating Funds (see resolution) was approved, following a motion by Ms. Sosbe and a second by Ms. Oden, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).
- H. Approval to Advertise for Tax Anticipation Warrants was approved, following a motion by Mr. Girton and a second by Ms. Carrell, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).
- I. Approval to Request Advanced Draws from the County was approved, following a motion by Ms. Stover and a second by Mr. Girton, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).
- J. Approval to Place Legal Advertisements in the *Kokomo Tribune* was approved, following a motion by Mr. Girton and a second by Ms. Stover, by the following vote (aye – Ms. Baker, Ms. Carrell, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

The board of finance was adjourned at 4:55 p.m.

Cathy Stover, Secretary

[Minutes prepared by Ginger Hanny.]

The next library board meeting will be on **Monday, February 17** at 4:30 p.m. at KHCPL Main.