

Kokomo-Howard County Public Library (KHCPL)
Board of Trustees Meeting
KHCPL South
June 17, 2024

Members

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

Others

T. J. Rethlake, Attorney

Staff

Faith Brautigam, Director
Doug Workinger, Assistant Director
Rita Bates, Head of Finance
Susan Cobb*
Bethann Donovan*
Trina Evans*
Ginger Hanny, Administrative Assistant
Emily Hoover
Lori Hugley
Lori Seaman*
Trisha Shively*
Aaron Smith*
Christie Tate*
Samantha Vent*

The board meeting was called to order by the president at 4:30 p.m. with six members present. (Board members, Mr. Rethlake, Ms. Brautigam, Ms. Bates, Mr. Workinger, Ms. Hanny, Ms. Hoover, and Ms. Hugley. All others* attended virtually 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 May meeting; May statistical report; May 14 – June 10, 2024, appropriations report; May financial report; May 14 – June 10, 2024, allowance of claims; and personnel changes. The consent agenda was approved, following a motion by Mr. Dunbar and a second by Mr. Girton, by the following vote (aye – Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

The Conflict of Interest Statement (see document) was approved following a motion by Mr. Dunbar and a second by Ms. Stover, by the following vote (aye – Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

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

The Code of Conduct (see policy) was approved following a motion by Mr. Dunbar and a second by Ms. Sosbe, by the following vote (aye – Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover).

The Video Surveillance Policy (see policy) was approved following a motion by Mr. Girton and a second by Mr. Dunbar, by the following vote (aye – Mr. Dunbar, Mr. Girton, Ms. Oden, Ms. Sosbe, and Ms. Stover). Mr. Girton inquired about how long surveillance recordings are kept. Mr. Workinger replied that recordings are kept approximately 28 days, adhering to state guidelines.

Mr. Workinger informed the board of two updates to the Standard Operating Procedures (an appendix of the Crisis Management and Emergency Guidelines). The first addition defines what to do if an unaccompanied firearm is found on

library property. The second addition includes procedures and usage information for PITS, the new incident reporting software.

Ms. Brautigam informed the board of the need for a Budget Committee consisting of the president and two additional board members. Ms. Oden and Ms. Stover volunteered to serve in this capacity.

Ms. Brautigam provided the board with an update regarding the interdepartmental Community Focused Project. For the purposes of this project, each library department ("community") was paired with one other library department. Together, they were tasked with discovering the needs, stories, and experiences of their partner department. Ms. Brautigam conducted a live interview with South Branch staff members, Lori Hugley and Emily Hoover. The interview-style discussion was focused on Ms. Hugley and Ms. Hoover's experiences and takeaways from the project thus far.

There was no Other New Business.

Under director's comments: Ms. Brautigam reminded the board about Heather's retirement party scheduled for Monday, July 15th before the start of the July board meeting at KHCPL Main.

The meeting was adjourned to executive session [IC 5-14-1.5-6.1(b)(9)] for performance evaluations at 4:56 p.m.

Mary Baker, Secretary

[Minutes prepared by Ginger Hanny.]

The next library board meeting will be on **Monday, July 15** at 4:30 p.m. at KHCPL Main.