

Kokomo-Howard County Public Library (KHCPL)  
Board of Trustees Meeting  
KHCPL Main  
January 23, 2023

Members

Mary Baker, 2022 President  
Stephanie Carrell  
Joe Dunbar  
Stephanie Oden  
Karen Sosbe  
Cathy Stover

Others

T. J. Rethlake, Attorney  
Lauren Bradley, Mayor's Youth Advisory  
Annabeth Cameron, Mayor's Youth Advisory  
LeeAnna Coons, Mayor's Youth Advisory

Staff

Faith Brautigam, Director  
Doug Workinger, Assistant Director  
Rita Bates, Head of Finance  
Heather Dale, Administrative Assistant  
\*Ellen Clark  
Angela Garrett  
Trisha Shively

The board meeting was called to order by the 2022 president at 4:32 p.m. with six members present. (Board members, attorney, Ms. Brautigam, Ms. Bates, Mr. Workinger, Ms. Garrett and Ms. Dale attended in person. 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 December meeting; December statistical reports; December 13 – December 31, 2022, appropriations report and January 1-17, 2023 appropriations report; December 13 – 31, 2022 allowance of claims and January 1-17, 2023 allowance of claims, and personnel changes. The consent agenda was approved, following a motion by Mr. Dunbar and a second by Ms. Oden, by unanimous vote (aye –Ms. Carrell, Mr. Dunbar, Ms. Oden, Ms. Sosbe, and Ms. Stover.)

Mr. Dunbar nominated the following slate of officers for 2023: Stephanie Oden as President; Stephanie Carrell as Vice President; Cathy Stover as Secretary; and Rita Bates as Board Treasurer. There being no further nominations, nominations were closed. The officers were elected by unanimous vote (aye –Ms. Carrell, Mr. Dunbar, Ms. Oden, Ms. Sosbe, and Ms. Stover.) Ms. Oden took charge of the meeting. Cathy Stover agreed to serve as the Park Board appointee for 2023.

Ms. Brautigam introduced Angela Garrett and announced that Angela was named the Indiana Librarian Leading in Diversity.

The board reviewed the 2023 User Fees (see report). The User Fees were approved following a motion by Mr. Dunbar and a second by Ms. Baker by the following vote : aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.

The board approved the Donations of Real and Personal Property Policy (see policy) following a motion by Mr. Dunbar and a second by Ms. Sosbe by the following vote: aye - Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.

The Crisis Management and Emergency Guidelines (former named Emergency Manual) was approved following a motion by Mr. Dunbar and a second by Ms. Sosbe (see policy) by the following vote: aye - Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.

The board discussed scheduling a new date for the June library board meeting. It was decided to hold the meeting on Monday, June 26.

Under Other New Business, Ms. Baker noted that she had received a letter from the Citizens Against Narcan Machines in Public Libraries. There was no return address to reply to the correspondence. Ms. Brautigam stated that she received an anonymous letter today also with concerns about the Narcan machine.

Under director's comments, Ms. Brautigam announced that KHCPL is receiving an award from the Soil and Conversation District. Head of Genealogy & Local History Amy Russell has received information that she, along with Rev. Dr. William Smith and Dr. Sarah Heath, have been chosen to make a presentation at William and Mary College at a symposium in March.

The meeting was adjourned to the board of finance meeting at 4:57 p.m.

- A. A motion was made by Mr. Dunbar for the 2023 library board officers to serve in the same capacities on the board of finance. The motion carried following a second by Ms. Baker. There being no further nominations, the motion carried by the following vote: aye - Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.
- B. The Financial Report (see report) was reviewed.
- C. The 2022 Operating Fund Analysis (see report) was reviewed.
- D. Approval to Advertise for Tax Anticipation Warrants was given following a motion by Mr. Dunbar and a second by Ms. Baker by the following vote: aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.
- E. Approval to Request Advanced Draws from the County was approved on a motion by Ms. Baker and a second by Ms. Carrell by the following vote: aye - Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.
- F. Approval to Put Legal Advertisements in the Kokomo Tribune was made following a motion by Ms. Baker and a second by Ms. Carrell by the following vote: aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.
- G. The Interest Income Report (see report) was reviewed.
- H. The Report of Investments was reviewed (see report.)
- I. A Resolution to Encumber Operating Funds (see resolution) was approved following a motion by Mr. Dunbar and a second by Ms. Baker by the following vote: aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.
- J. The board of finance approved cancellation of old outstanding checks as listed (see report) on a motion by Mr. Dunbar and a second by Ms. Baker by the following vote: aye – Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.
- K. A resolution to transfer funds into a Medical Reimbursement Arrangement with a beginning balance of \$29,833.37 and processed by a third party vendor, iSolved, was approved following a motion by Mr. Dunbar and a second by Ms. Carrell by the following vote: aye — Ms. Baker, Ms. Carrell, Mr. Dunbar, Ms. Sosbe, and Ms. Stover.

The board of finance was adjourned at 5:08 p.m.

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Cathy Stover, Secretary

[Minutes prepared by Heather Dale.]

The next meeting will be on **Monday, February 20** at 4:30 p.m. at KHCPL Main.