

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 19, 2016**

**Board Room
5:30 p.m.**

Present: President Ranj Puthran, Vice President Jim Hehner, Secretary Patti Napier, Treasurer Dan Kramer; Members Jim Garretson, Bill Wiebenga; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Hope Baugh, Beth Jenneman, Renee' Kilpatrick, Christine Owens, Christy Walker; Administrative Assistant Johnna Mishelow

Absent: Members Jane Herndon, Jack Stafford; Managers Lisa Dick, Katherine Kersey, Peter Konshak, Cindy Wenz; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:30 p.m. All in attendance were welcomed.

AGENDA

J. Hehner moved to adopt the agenda as amended (change V. b. 2 to Resolution 9 – 2016 – Transfer of Funds from Operating to Rainy Day Fund), seconded by B. Wiebenga, and the motion carried.

MINUTES

B. Wiebenga moved approval of the minutes of the November 21, 2016 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

November Financial Report: D. Kramer presented the Financial Report stating that numbers through the end of the year continue to be strong. In November the first year end tax disbursement was received. The financial institutions tax and commercial vehicle excise tax have all been collected. There was nothing collected in December, so those are the final numbers which is about \$400 short on the commercial vehicle excise tax. The December property tax disbursement was received. The collections over what we anticipated were around 92%; taking the property tax caps into consideration we collected about 99% of what we should have. That is the effect of property tax caps, a loss of about 7 to 8 percent of what is actually levied. There will be another property tax disbursement in December. D. Kramer stated in the January Finance Committee Meeting the breakdown of interest accrued from CDs from this year and last year will be shown. Additionally, the PERF year to date over PERF full-time equates to 14.2% which is accurate. We are doing well on operating expenses at 74%. The bottom line would be 91.66%. D. Kramer mentioned this is the first time since June that receipts outpaced expenditures. That is due to the property tax collections. The receipt into the lease rental fund is the preliminary property tax receipt. The actual numbers will be shown next month in December 31 fund balances. We will be between \$18,000,000 and \$19,000,000 in total fund balance at the end of this year. There was discussion about the balance of the Rainy Day Fund and developing a strategy regarding how that money should be used. There was reference to that concern in the minutes of the previous meeting. The west-side discussion will play a part in that decision as part of the Strategic Plan. The operating balance by year end is anticipated to be about \$7,100,000 to \$7,200,000. Year to date expenses through November equaled \$6,300,000 to \$6,400,000. It was noted following 2019 there will be a reduction in the amount of COIT income, or about a one third reduction which is tapered off. J. Garretson asked for the budget for the Digital Media Lab. D. Kramer stated all these issues will be part of the conversation as we start to work on a long range financial plan going forward. Lastly, D. Kramer stated in encumbrances that books decreased by about \$200.

**Minutes of the Board of Trustees Meeting
December 19, 2016
Page 2**

J. Hehner moved to receive the November Financial Report, seconded by B. Wiebenga, and the motion carried.

December Bills List: D. Kramer presented the Bills List.

J. Hehner moved approval of the December Bills List, seconded by J. Garretson, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport pointed out the enclosed spreadsheet of items needing to be declared surplus.

B. Wiebenga moved to approve the declaration of surplus, seconded by J. Hehner, and the motion carried.

Finance: D. Kramer presented Resolution 8-2016 which approves in advance the moving of line items over 100% and also gives the ability to encumber expenses.

J. Garretson moved approval of Resolution 8–2016, Adoption of Encumbrances and Transfers, seconded by P. Napier, and the motion carried.

Resolution 9-2016 asks for approval of transferring \$670,000 from the Operating Fund to the Rainy Day Fund. We are limited to a transfer of 10% of the Operating Budget. J. Garretson mentioned the agenda reads "Transfer of Funds from Operating to LIRF." J. Hehner moved to amend the agenda item V. b. 2 to "Transfer of Funds from Operating to Rainy Day Fund," seconded by B. Wiebenga, and the motion carried.

J. Garretson moved approval of Resolution 9-2016, Transfer of Funds from the Operating Fund to the Rainy Day Fund, seconded by J. Hehner, and the motion carried.

D. Kramer provided a follow-up answer regarding CD rates. While it will be discussed in the January Finance Committee Meeting Report, D. Kramer stated the weighted CD rate is 1.3%. The three other investment vehicles are listed as well. Hoosier Fund went up to .50 from .46. In Hoosier Fund we have over \$4,000,000; Huntington Trust, the trust that holds our CDs, is where the interest from CDs sits; and, PNC sweep account is a checking account with a balance of about \$7,000,000.

Personnel & Policy: 2016 Personnel Changes were included in the packet.

Strategic Planning: C. Walker passed out a document with highlights from the 2012-2016 Strategic Plan. A few items to call attention to include an update about the Digital Media Lab and expanding service to the west side of Carmel. In the new Strategic Plan, C. Walker referred to the actions in the section Building Partnerships in the Community. One of the actions for the Board to do in the coming year is to engage at least once a year with legislators. Most specifically, it is the hope that in 2017 Board members

**Minutes of the Board of Trustees Meeting
December 19, 2016
Page 3**

will take the opportunity to arrange in person meetings with someone in their appointing authorities as an opportunity for B. Swanay to meet them. J. Hehner asked that Board members are told when it is a good time for Board members to engage with legislators and to receive a list of talking points for those meetings. J. Garretson commented that there is opportunity to see most of the legislators at the legislative breakfasts. It was agreed that the Strategic Plan be submitted.

TRUSTEE LIAISON REPORTS

Foundation: No report.

Friends: No Report.

Legislative: B. Wiebenga shared a written preview of what the Legislative Committee approved at its last meeting.

Telecommunications: No report.

DIRECTORS REPORT

B. Swanay reported on the success of the Digital Media Lab in the written report. He went on to say that we are providing patrons with the tools, resources, and staff support to do projects. B. Swanay anticipates much growth, especially after raising awareness to patrons about the DML. The community will see a return on the investment just by the innovation and creativity to be unleashed. In terms of the game plan for 2017, we need to review the interior space in the library and take a close look at how the space is being used. There are currently some challenges. We are out of space in a lot of respects, including seating capacity. There is a whole range of other issues in regards to space. B. Swanay has met with managers to discuss the challenges and what we would like to get out of our space. He will take the information and make a working document to share with the Board and gather the Board's input as well. At that point, B. Swanay predicts we will be ready to go to a consultant. There are three additional steps that also relate to space. He feels we should do an exterior space review to analyze issues such as the roof, landscaping, and signage for the front lawn. Another review should include an energy review, a top down review of how we are using energy. Another critical step includes a community survey for the west side. To be more surefooted of what level of library service is desired on the west side, we need to gather more data. Once all these reviews are complete, we should develop a five year capital projects plan and get a spending plan in order according to our priorities. J. Hehner and B. Swanay met with Mayor Brainard and discussed some of the above issues. The Mayor suggested we consider the Village of West Clay for expansion options if we decide that we need to expand. The Mayor also suggested the library hire a professional pollster to get more reliable data, such as Allan Sutherlin. The Mayor thought we could get a good rate from Mr. Sutherlin. In addition, the Mayor seemed agreeable to working with us to get a variance for signage. The Mayor suggested working with Michael Hollibaugh to make sure we are developing signage that would get an approved variance. J. Hehner suggested that now may be the time to solicit a sophisticated design and bids on a sign.

J. Hehner moved acceptance of the Directors Report, seconded by P. Napier, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:14 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm