

**Carmel Clay Public Library
Board of Trustees Meeting
June 20, 2016**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Members, Jane Herndon, Jack Stafford, Bill Wiebenga; Library Interim Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier (regrets); Member Jim Garretson; Managers Katherine Kersey, Cindy Wenz

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:32 p.m. All in attendance were welcomed.

AGENDA

J. Hehner moved to adopt the agenda, seconded by J. Herndon, and the motion carried.

MINUTES

J. Herndon moved approval of the minutes of the May 23, 2016 meeting, seconded by J. Stafford, and the motion carried.

J. Herndon moved approval of the minutes of the May 23, 2016 Executive Session, seconded by J. Stafford, and the motion carried.

J. Herndon moved approval of the minutes of the June 7, 2016 Executive Session, seconded by Jack Stafford, and the motion carried.

TREASURER'S REPORT

May Financial Report: D. Kramer presented the Financial Report stating the first spring distribution of property taxes, license excise tax, and commercial vehicle excise taxes has been received. While it is not reflected on the report, we received the remainder of the spring distribution in early June. Our receipts were over 50% for all types of taxes. Thirty-three percent of the budget has been expended, but it could have been close to 42% for this far into the year. Our balance is currently in the black because our receipts outpaced expenses. The lease rental fund has a balance of \$504,000 and will get an additional amount of about \$400,000. This will cover the June lease rental payment. Encumbrances were paid for the Print Line for Books and for SirsiDynix.

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

June Bills List: D. Kramer presented the Bills List, noting that this is the first month that payroll information from ADP was downloaded. In the future there will be one bills list containing salaries and another containing operating expenses. On page 2 there is a payment to Engledow for about \$57,000; about \$54,000 of that was encumbered for the landscaping renovation. That will be reflected in next month's encumbrances.

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J. Hehner moved approval of the June Bills List, seconded by J. Stafford, and the motion carried.

J. Herndon requested the Board to revisit the idea of placing signage in front of the library.

COMMITTEE REPORTS

Building & Grounds: No report

Finance: D. Kramer presented Resolution 2 – 2016: PNC Corporate Borrowing Resolution, recommending either D. Kramer or R. Puthran as the authorized signer until it can be revisited when there is a new Director. At the current time, the library has no Visa or Master Card.

J. Hehner moved to adopt Resolution 2 – 2016 using D. Kramer as the authorized signer, seconded by B. Wiebenga, and the motion carried.

Nominating: No report.

Personnel & Policy: B. Wiebenga presented Resolution 1-2016 Annual Review of the Non-Resident Fee, recommending the fee remain at \$100 from July 2016 through June 2017.

B. Wiebenga moved to adopt Resolution 1-2016, seconded by J. Herndon, and the motion carried.

Strategic Planning: C. Walker referenced a second quarter update of the Strategic Plan in the Board Packet. The Steering Committee met and was interested in more information regarding the Writing Con; therefore, K. Steinberger of YA will do a presentation at the July Board Meeting.

J. Herndon recapped a presentation given by P. Konshak to the Steering Committee regarding space for Dabble. The initial thought is to perhaps rent some space in the Design Center for a two year period as a short term solution.

J. Herndon suggested this might be an opportunity to take a proposal to the City Council and use some of the COIT money. It should be approved as part of our budget which could be a one-time increase.

J. Herndon made a motion to authorize N. Newport and P. Konshak to investigate and to execute a lease of a space as designed by the Dabble Committee in an amount not to exceed \$50,000 per year, seconded by B. Wiebenga, and the motion carried.

TRUSTEE LIAISON REPORTS

Foundation: Deferred to Joint Board meeting presentation by Andrew Greider.

Friends: No report

Legislative: B. Wiebenga reported there will be 18 new legislators in next year's General Assembly. This is the second time there has been such turn over. It will require cultivating new relationships with new people. The Interim Study Committee had an inclusion in that list of items to be studied. What they would study is the following: "Procedures, if any, by which a political subdivision in a county may 1) transfer the political subdivision's funds to another political subdivision located in the same county, and 2) transfer additional money from political subdivision's other funds into a political subdivision's Rainy Day Fund or General Operating Fund." B. Wiebenga stated this needs to be followed closely. Two other study committees are being created. One will study the impact of legislation that is specified that there can only be one local income tax. The other study committee will examine the Indiana Code to see if there are any areas that need to be withdrawn from the code and made a matter of the local economy rather than one that requires legislation to take action. The new Executive Director of ILF is Lucinda Nard.

Telecommunications: No report

INTERIM DIRECTOR'S REPORT

N. Newport mentioned that the library was a polling site on May 3, 2016. The library was open at 6:00 am to accommodate voters. N. Newport stated that her neighbor serving overseas uses our library through Zinio and Hoopla. N. Newport received a certificate signifying that we have met the Indiana Public Library Standards.

J. Hehner moved to receive the Interim Director's Report, seconded by J. Herndon, and the motion carried.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ADJOURN

President R. Puthran adjourned the meeting at 5:56p.m.

Ranj Puthran, President
Board of Trustees

/jrm