

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
March 25, 2019**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Secretary Patti Napier; Members Jim Garretson, Jack Stafford, Casey Wilson; Library Director Bob Swanay; Managers Jamie Beckman, Katherine Kersey, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Member Stephanie Kim; Managers Lisa Dick, Elizabeth Essink, Peter Konshak; Foundation Director Liz Hamilton

Guest: Dave Ford from CTI

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 accept the agenda, seconded by J. Garretson, and the motion carried.

MINUTES

J. Garretson moved approval of the minutes of the February 25, 2019 meeting, seconded by P. Napier, and the motion carried.

TREASURER'S REPORT

February Financial Report: D. Kramer presented the Financial Report stating that we are 16.66 percent through the year. D. Kramer noted the legal expense that is 194 percent is due to the fact that only \$6,000 was budgeted. Total operating fund expenditures are 12 percent. In terms of balances, until we receive our property tax receipts we will overspend in the operating fund. There was discussion about the budget for the branch library. D. Kramer stated the 2019 budget was increased slightly to fund the additional branch personnel. The reason there will only be a slight increase in expenditures is because the branch will not be opened until the end of the year. B. Swanay stated we plan to hire branch staff in the second half of the year. Branch staff will be hired in advance of the branch opening in order to train them. D. Kramer mentioned we have the typical pay down in operating and eventually equipment expenditures paid from encumbrances. J. Garretson stated that decisions regarding funding for a capital improvement plan need to be made soon.

J. Garretson moved to receive the February Financial Report, seconded by J. Stafford, and the motion carried.

B. Swanay explained that Ratio is still working on their programming piece. They measured our existing space, met with the staff, and prepared a report that is currently being reviewed by the library staff. There will be a meeting later this week. Feedback will be conveyed to Ratio. They will incorporate the feedback, and then prepare to make a report to the board in April to discuss the next steps. J. Garretson stated that the Board had wanted a March 31 deadline for a determination to be made about the location of a parking structure. B. Swanay said Mayor

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Brainard has asked for more time to develop a proposal for the west parking lot property. B. Swanay is still anticipating having a discussion with the Mayor and the school superintendent. B. Swanay intends to listen to their idea, but he will contact the City to let them know that we are running out of time to consider their proposal. Ratio is employing a strategy of assuming that we are building something on the west lot that will incorporate a new Digital Media Lab, parking space, and a flexible space. There could be other options that have not been considered, like a partnership that involves business incubation space. So far, Ratio's progress has not been slowed by the unknown future of the west lot. J. Garretson suggested telling the Mayor that we have already passed one of our deadlines. We have to make some decisions in terms of directing our architect and finding our bond issues. B. Swanay agreed.

March Bills List: D. Kramer presented the Bills List and pointed out Legal Services. He stated he has an invoice that will be paid with bond proceeds because it is exclusively dealing with the branch. This invoice and other invoices have been a mixture of issues. Going forward, most of the legal fees will be paid out of the bond proceed or building corporation funds. D. Kramer stated Ratio has to be paid out of operating funds because we have no other source to pay for it. Next month, D. Kramer will bring a reimbursement resolution. Later, this will allow the possibility of the library to be reimbursed from bond proceeds. D. Kramer suggested the option of spending as much as we can out of operating funds since we are not able to spend it if it is put in reserve funds. Rowland is being paid from building corporation funds that are held by the trustee. The amount of \$600,000 must be used before it reverts back to the library. It is no longer appropriated after it comes back to the library. D. Kramer also noted that the quarterly payment for liability insurance had been made.

J. Hehner moved approval of the March Bills List, seconded by P. Napier, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: No report.

Personnel & Policy: The handout outlining the year-to-date 2019 personnel changes was acknowledged with no further report. For the summer reading program there will be four seasonal part-time staff hired. Each staff member will be a level 3 and will work about 19 hours per week. P. Napier stated Fred Sheats, the new Facilities Supervisor, will begin on April 8, 2019. The Personnel and Policy committee will meet to discuss the Assistant Director position. P. Napier referred to Resolution 1-2019. The language of this resolution will allow us to add

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new positions such as the Facilities Supervisor and Branch Manager for the retirement fund without having to explicitly state each job title.

J. Hehner moved approval of Resolution 1-2019 Electing to Join the Employees' Retirement Fund, seconded by J. Garretson, and the motion carried.

B. Swanay stated the library conducts exit interviews for staff who separate from the library. J. Garretson asked if staff were separating due to low pay. C. Wenz stated most separations were not due to the hourly rate, but rather due to staff finding full-time employment.

Strategic Planning: C. Walker referred to the 2018 Year in Review included in the board packet. She suggested looking at the daily statistics provided. J. Stafford suggested including more detail to the board regarding the type of programming that is offered.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: P. Napier mentioned these updates regarding the Friends Book Sale. In an effort to reduce the inventory, the Friends decreased the price of hardback books to \$2 at the book sale. Hardback book prices will remain \$3 at the bookstore. Also, the bag day price will decrease to \$5 instead of \$10. The Friends approved the creation of a paid Bookstore Coordinator position but have additional decisions to make before they are ready to post the job. The hours the bookstore will be open will be more consistent. Beginning in April, it will be open Monday through Friday from 10:00am to 6:00pm except on Wednesdays it will close at 8:00pm, Saturday 10:00am to 4:00pm, and Sunday 1:00pm to 4:00pm.

Legislative: There is another bill that is directed at libraries, Senate bill 64. It would require public libraries to request criminal background checks on employees and volunteers who conduct a performance or workshop for children less than 14 years of age. The status of the bill is unknown at this time, but ILF is working with legislators. B. Swanay stated it would affect us in terms of volunteers and performers since all our employees already have a criminal history check. P. Napier asked if there was a policy in place regarding how often background checks should be repeated. B. Swanay stated there was no policy in place at this time. R. Puthran suggested investigating best practices for this issue.

R. Puthran left the meeting at 6:10pm. There was a quorum. Vice President J. Hehner managed the remainder of the meeting.

Telecommunications: No report.

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DIRECTORS REPORT

B. Swanay referred to the February statistics and noted that Kanopy had 372 video views. Kanopy is a streaming video service that offers classic, foreign, and independent films. It provides a different set of video material that can be streamed from most platforms. B. Swanay stated the bill HB1343 may require a local governing body to approve the budget. That bill is still being discussed. B. Swanay may meet Jane Herndon at the State Capital this Thursday to follow this bill.

J. Stafford moved to receive the Directors Report, seconded by C. Wilson, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Dave Ford from CTI arrived to discuss the construction bids. Any qualified company had the option to bid on the project. Only four bids were received. Bids were received from Meyer-Najem, Stenz, JBM, and Shiel Sexton. The library was required to accept the lowest bid, and Stenz was the lowest bidder. There is a contingency in the \$2.7 million branch budget, but there are still opportunities once under contract to look for ways to bring the cost down. B. Swanay reminded us that the estimate of construction costs prepared by CTI was at about \$1.3 million for construction. The lowest bid by Stenz came in at \$1,492,000. There was discussion regarding cost of the millwork and how that might be one area where the cost could be reduced. D. Kramer stated the difference in price could come out of our operating fund. D. Kramer handed out a document detailing the branch budget. The document is included in the board packet. D. Kramer explained that using the same operating expenditure increase as 2017 was to 2018 for the projected operating expenditures for 2019, we would have \$6.25 million in expenditures, leaving us with a surplus this year of \$1,259,000. The additional amount of \$297,000 required to fund the branch can come out of the surplus. Additionally, D. Kramer stated we will need some sort of bond issue before the end of this year to keep up the tax rate into 2020. Because we may not get to the big renovation and expansion of the main library this year, there may need to be a \$1.3 million or \$1.4 million bond issue to keep the debt rate up for next year. This bond issue is another possible way to fund the additional construction costs of the branch.

J. Garretson moved to award the construction bid to the lowest bidder Stenz subject to negotiations on their contract with our administration and legal council, seconded by P. Napier, and the motion carried.

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This motion authorizes the board to offer a letter of intent. B. Swanay mentioned that in addition to the variance in cost, Stenz extended the timeline of finishing the project by one month due in part to procuring the proper permits. It is possible, however, that the original timeline may still be possible.

ADJOURN

Vice President J. Hehner adjourned the meeting at 6:40 p.m.

Patricia A. Napier, Secretary
Board of Trustees
/jrm