

**Carmel Clay Public Library
Board of Trustees Meeting
August 25, 2014**

**Board Room
5:03 pm**

Present: President Jack Stafford; Treasurer Ranjit Puthran; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Finance Manager Dan Kramer; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Renee' Kilpatrick, Christy Walker; Administrative Assistants Becky Bryenton, Caitlyn Milliman.

Absent: Vice President Bill Wiebenga; Secretary Patti Napier; Foundation Director Ruth Nisenshal; Managers Katherine Kersey, Peter Konshak, Christine Owens, Cindy Wenz.

Guest: Financial Consultant Mike Reuter.

CALL TO ORDER/WELCOME

President J. Stafford called the meeting to order at 5:03 p.m. All in attendance, including guest Financial Consultant M. Reuter, were welcomed. C. Milliman was introduced to the Trustees as the new Administrative Assistant.

AGENDA

W. Phillips noted the Strategic Plan should have been dated August instead of July. J. Herndon moved to adopt the corrected agenda, seconded by R. Puthran, and the motion carried.

FINANCIAL CONSULTANT MIKE REUTER - 2015 FISCAL PLAN

Following M. Reuter's presentation of the 2015 Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

MINUTES

J. Garretson moved approval of the minutes from the July 28, 2014 meeting, seconded by J. Herndon, and the motion carried.

TREASURER'S REPORT

July Financial Report: R. Puthran presented the Financial Report noting that all anticipated funds had been received going into the third quarter. There was a correction to a previous error caused by a duplicate recording of tax receipts. J. Garretson moved to receive the July Financial Report, seconded by J. Herndon, and the motion carried.

August Bills List: R. Puthran presented the August Bills List noting the payment for the reupholstering of the Board Room chairs and the purchase of eBooks. J. Herndon moved approval of the August Bills List, seconded by J. Garretson, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: W. Phillips reported leaks in the ceiling of the Flex Room due to heat and humidity over the weekend causing the air handling unit to overflow. It resulted in damage to ceiling tiles, but no mold was detected. Air handler inspections are part of the regular maintenance routine.

**Minutes of the Board of Trustees Meeting
August 25, 2014
Page 2**

Finance: No report.

Personnel & Policy: J. Garretson moved approval of the mandatory direct deposit policy, seconded J. Herndon, and the motion carried.

Resolution 3-2014: Commitment to Join Indiana State Library Consortium for Public Library Internet Access for the Funding Year 2015. J. Hehner moved approval of the Resolution, seconded by R. Puthran, and the motion carried.

Strategic Plan: J. Herndon complimented AV Manager C. Walker on her new role as Strategic Plan Coordinator. The school outreach program was noted. H. Baugh also commented that the eBooks and renewing of library cards using mobile circ were highlights of the program. The school outreach program will be included in plans for 2015.

TRUSTEE LIAISON REPORTS

Foundation: W. Phillips made note of the Foundation's Halls & Walls Campaign mentioned in previous minutes and Directors Reports.

Businesses or individuals who wish to name a room of the library must sign a contract containing Foundation guidelines. J. Hehner complimented the Foundation on a successful project.

J. Herndon reminded the group of the pledging opportunity to the Centennial Society. Groups may make a pledge as well.

Friends: No report. The Friends Board Meeting is Thursday, August 28.

Legislative: W. Phillips referred to the Directors Report in the absence of B. Wiebenga.

Telecommunications: J. Garretson noted that Bright House is changing everything to digital which results in the dropping of Channel 16. Government channels can now be found on a drop down menu on Channel 99. AT&T is giving away to its customers a box which is free for the first year.

DIRECTORS REPORT

W. Phillips shared thank you notes from Superintendent Dr. Nick Wahl for the school board retreat and from Barbara Brookie for the donation to Orchard Park Presbyterian Church in memory of former Trustee Stan Brookie.

The new Countdown to Kindergarten calendar was distributed to board members.

J. Hehner moved to accept the Directors Report, seconded by J. Herndon, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Administrative Assistant B. Bryenton was thanked for her years of service and given a floral water color painting by Anita Riemen as a retirement gift.

ADJOURN

President J. Stafford adjourned the meeting at 6:10 p.m.

Caitlyn Milliman, Recording Secretary
Administrative Assistant