

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
August 26, 2019**

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

Present: President Jim Hehner, Vice President Jim Garretson, Treasurer Dan Kramer, Secretary Patti Napier; Members Stephanie Kim, Ranj Puthran, John Williams, Casey Wilson; Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Christine Owens, Christy Walker, Cindy Wenz; Facilities Supervisor Fred Sheats; Administrative Assistant Johnna Mishelow

Guest: Financial Consultant Mike Reuter; Ratio Consultants Kevin Huse, Antone Sgro, Annie Hollibaugh

Absent: Managers Elizabeth Essink, Katherine Kersey, Peter Konshak; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President Jim Hehner called the meeting to order at 5:36 p.m. All in attendance were welcomed.

AGENDA

R. Puthran moved to adopt the agenda as revised to include an update from Ratio as item IV, seconded by J. Garretson, and the motion carried.

FINANCIAL CONSULTANT MIKE REUTER – 2019 FISCAL PLAN

M. Reuter stated that this meeting has been advertised as a Public Hearing which is the first step in the process for approval of the 2020 budget. Members will be asked to adopt the budget in October. Following M. Reuter's presentation of the 2020 Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

RATIO

Kevin Huse stated there is a parcel of library property that may have been deeded to us in error. In order for the parking structure to be effective, we need that property. Both parties have agreed to meet and work out a joint masterplan for the library and Carmel Elementary. A drawing of the larger proposed parking garage was shown and explained by Antone Sgro. Ideas for keeping students from using the parking garage were discussed. This issue will be addressed at a later time. K. Huse stated the city is asking that we detain the water to the east of 4th Ave. The current plan is to detain the water under the garage in a tank or large cellar. CCS had mentioned the possibility of Carmel Elementary serving as a temporary library site during construction; however, K. Huse stated representatives of Skillman are concerned about loss of parking for the school if our project runs late. Orchard Park Elementary was suggested as a temporary site for the library instead because Orchard Park has no demolition date.

MINUTES

J. Garretson moved approval of the minutes of the July 22, 2019 First Preliminary Hearing, seconded by S. Kim, and the motion carried.

R. Puthran moved approval of the minutes of the July 22, 2019 Board of Trustees meeting, seconded by P. Napier, and the motion carried.

S. Kim moved approval of the minutes of the July 29, 2019 Second Preliminary Hearing, seconded by C. Wilson, and the motion carried.

TREASURER'S REPORT

August Financial Report: Treasurer D. Kramer presented the Financial Report noting that at this time of the year overall expenses should be at 58 percent. Legal services and consultants exceed the 58 percent, but both are project oriented. Some of those funds can be reimbursed from bond proceeds at a later time. D. Kramer noted there have been a few extraordinary but necessary expenses in capital outlays which is why it is at 84 percent. Those expenses include key card upgrades, security cameras, and the public web catalog is being replaced. We are still 11 percent under where we could be in overall expenses. In terms of fund balances, D. Kramer stated our fund balance policy is 50 percent of both LIT and property taxes.

R. Puthran moved to receive the August Financial Report, seconded by J. Garretson, and the motion carried.

September Bills List: D. Kramer presented the September bills list noting the increase of the consultants which will continue to increase. We can assess at the end of the year to decide if we want to reimburse from bond funds. To date, we have been billed for \$142,000 by Ratio.

J. Garretson moved approval of the September Bills List, seconded by S. Kim, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: B. Swanay referred to a document included in the board packet that lists items to be declared as surplus.

R. Puthran moved to declare the listed property as surplus, seconded by J. Williams, and the motion carried.

F. Sheats stated B. Swanay and he met with the insurance underwriter. The fire department has requested this information.

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B. Swanay stated a decision needs to be made as to whether or not an owner's rep should be pursued for the main library renovation/expansion. B. Swanay recommended the library pursue an owner's representative. There was discussion regarding an owner's rep. B. Swanay suggested taking proposals from interested parties, then interview the companies. B. Swanay stated J. Garretson would like to participate in the interviews, and one other board member would be needed. P. Napier suggested sending an email once the interview dates and times are set to see which board member would be available to sit in on the interviews.

J. Garretson moved to authorize the Director to seek proposals from prospective owner's representatives and bring a recommendation to the board, seconded by C. Wilson, and the motion carried.

Finance: D. Kramer stated the LIQ distribution went up by \$76,600 this year which equates to \$6,300 per month.

Personnel & Policy: P. Napier referred to Resolution 7-2019 included in the board packet, the State Library Consortium for Public Library Internet Access.

R. Puthran moved approval of the Resolution, seconded by J. Williams, and the motion carried.

P. Napier shared a recommendation for Beth Meyer to become the Assistant Director.

R. Puthran moved approval of Beth Meyer for the position of Assistant Director, seconded by J. Williams, and the motion carried.

Strategic Plan: There was no report.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a Foundation Report included in the Board packet. In addition, B. Swanay stated the Foundation recommends to move forward with the naming rights of the branch. The Foundation reviewed the gift acceptance policies and guidelines and made a revision. B. Swanay passed around copies of the naming rights section. The language in section 7 is aimed at addressing some of the concerns that were expressed at the last board meeting. Section B addresses the possibility of a circumstance where the naming rights would adversely affect the reputation, image or mission of the Foundation or library or either board. It states the Board of Trustees can discontinue and remove the naming rights with no liability. The document mentioned is included in the board packet. The proposed naming right is from Jim Winner in the amount of \$1.5 million to honor his deceased wife, Joyce Winner. S. Kim

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asked questions concerning the amount of the gift if perhaps we are in a recession, since the fund is paid after death. Her question was if the value of the IRA decreases or increases. J. Hehner stated there needs to be an agreement in place between Jim Winner and the Foundation. B. Swanay stated there needs to be some sort of approval from the board so that the finalizations of the donation can be made. B. Swanay stated we will need signage for the branch. He also asked if we need to consider reverting our name back to Carmel Public Library. J. Hehner suggested moving to have Jane Herndon finalize the terms of the naming right with Mr. Winner. J. Hehner suggested L. Hamilton and Jim Winner bring ideas to the board as to the specific name of the branch. The board suggested part of the process to be preliminary vetting of Jim Winner. It was agreed that L. Hamilton should make this part of her process.

J. Garretson moved for the Foundation to proceed with finalizing the naming rights and present an agreement to the board, seconded by R. Puthran, and the motion carried.

Friends: P. Napier stated there will be a final movement toward the merger between the Friends and Foundation at the August 29th Friends Board meeting.

Legislative: There was no report.

Telecommunications: J. Garretson said they are the only telecommunications commission in the state. J. Garretson stated there are concerns regarding 5G. The concerns are public safety, the FCC's attempt to deprive local communities of any voice in the matter, and environmental concerns. The commission will continue to seek more information and to work with legislators. S. Kim stated the proliferation of 5G will continue. Fourteen metros across the country have been already approved.

DIRECTORS REPORT

B. Swanay submitted a written report. J. Hehner encouraged board members to attend the October 7, 2019 City Council meeting.

R. Puthran moved to accept the Directors Report, seconded by C. Wilson, and the motion carried.

OLD BUSINESS

NEW BUSINESS

ADJOURN

President J. Hehner adjourned the meeting at 7:30 p.m.

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Patricia A. Napier, Secretary
Board of Trustees

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