

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 24, 2014**

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

Present: President Jack Stafford; Treasurer Ranj Puthran; Secretary Patti Napier; 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, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Caitlyn Milliman.

Absent: Vice President Bill Wiebenga; Foundation Director Ruth Nisenshal; Managers Katherine Kersey, Renee' Kilpatrick.

CALL TO ORDER/WELCOME

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

AGENDA

J. Garretson moved to adopt the agenda, seconded by R. Puthran, and the motion carried.

MINUTES

R. Puthran moved approval of the minutes of the October 27, 2014 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

October Financial Report: R. Puthran presented the Financial Report and mentioned that the library is still waiting on the December property taxes and that the operating fund is running ahead of schedule as 75% of the budget has been received.

October Bills List: R. Puthran presented the Bills List highlighting the switch from Anthem to United Healthcare resulting in substantial savings, SVK Consulting as the new accounting software, and the magazine and newspaper subscription renewal to Information Services.

COMMITTEE REPORTS

Building & Grounds: N. Newport mentioned that she recently ordered a new flag, something that is done about three times per year.

Finance: W. Phillips brought up the American Express credit card program that she mentioned in her report.

P. Napier moved to ratify the use of the American Express credit card program, seconded by J. Hehner, and the motion carried.

Personnel & Policy: J. Herndon explained that the position of Foundation Director would no longer be a library position, but rather a position of the Foundation effective January 2. She and J. Hehner commended R. Nisenshal on her many years of service that have resulted in a transformation of the funds for the library.

J. Herndon moved approval to eliminate the position from library personnel effective January 2, 2015, seconded by J. Garretson, and the motion carried.

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Strategic Planning: J. Herndon welcomed N. Newport back from the bookmobile conference. She also highlighted Community Engagement, Collaborative Programming, Innovation Space, and Patron Relationship Building. She reminded the group the Strategic Planning Consultant Sam McBane Mulford will be here in December.

J. Herndon pointed out the Summary of Program Census handout that was included in the packet as part of Collaborative Programming.

TRUSTEE LIAISON REPORTS

Foundation: W. Phillips mentioned that the year-end mailing was sent out and that the Centennial Society is growing. J. Herndon commended B. Jenneman and the Communications staff on their hard work getting the mailings put together and sent out.

Friends: P. Napier mentioned that book sales in the bookstore are still strong.

Legislative: J. Herndon mentioned that B. Wiebenga was named the 2014 Library Advocacy Award winner by the Indiana Library Federation. W. Phillips reminded everyone about the December Legislative Breakfast.

Telecommunications: J. Garretson mentioned that U-verse now carries the school channels on Channel 99 as of October.

DIRECTORS REPORT

W. Phillips highlighted the \$10,000.00 received from CCS for eBook purchases.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Manager Christine Owens gave a presentation for the Reference department.

ADJOURN

President J. Stafford adjourned the meeting at 6: 45 p.m.

Patricia A. Napier, Secretary
Board of Trustees

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