

**Carmel Clay Public Library
Board of Trustees Meeting
February 24, 2014**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Treasurer Ranj Puthran; Secretary Patti Napier; Members Jim Garretson, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Business Manager Ron Brockett; Foundation Director Ruth Nisenshal; Managers Hope Baugh, Lisa Dick, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Cindy Wenz; Administrative Assistant Becky Bryenton.

Absent: Trustee Jim Hehner; Managers Beth Jenneman, Christy Walker.

CALL TO ORDER/WELCOME

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

AGENDA

J. Herndon moved to adopt the Agenda, seconded by R. Puthran, and the motion carried.

MINUTES

J. Herndon moved to approve the minutes of the February 27 meeting, seconded by R. Puthran. W. Phillips corrected spelling of the word asset on Page 2. J. Herndon amended the motion to approve the corrected minutes, seconded by R. Puthran and the amended motion carried.

TREASURER'S REPORT

January Financial Report: It was noted data bases were listed incorrectly under the wrong line item. Business Manager Ron Brockett has corrected this. J. Herndon moved to receive the January Financial Report, seconded by J. Garretson, and the motion carried.

February Bills List: Treasurer R. Puthran noted the following: Automated Logic Corporation for annual maintenance on the temperature control system; Gale Cengage Learning for electronic data bases; Overdrive includes the purchase of downloadable resources and annual subscription; books purchased from Ingram; and Stair Associates for chiller design. P. Napier moved approval of the February Bills List, seconded by J. Herndon, and the motion carried.

COMMITTEE REPORTS

Building and Grounds: J. Garretson inquired about the cost of a new roof. The current roof is still under warranty until June. We will investigate having the roof evaluated while it is still under warranty to ascertain the need for maintenance or repair.

Finance: No report.

Personnel and Policy: No report:

Strategic Planning: J. Herndon noted the Strategic Plan report from Coordinator J. Gareis. The Strategic Plan Steering Committee met with teams giving progress reports:

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-Patron Relationship Building – Katherine Kersey has assumed the leadership role for this team. The team is investigating offering offsite application for library cards. Also, informational postcards about the library will be sent to potential patrons in the south central area of the township.

-Organizational Innovation – Christy Walker has assumed leadership of this team. A Customer Service survey was conducted, both online and on paper. Library staff were given a brief quiz on topics about the library.

-Synchronization of Internal Procedures – Christine Owens is leading this new project team which includes creating uniform speaker contracts and other library wide processes and forms.

-Innovative Initiative – This is a new team for 2014, co-chaired by Christy Walker and Peter Konshak. The team will investigate ways the library might offer opportunities for entrepreneurs and innovators to use library spaces and resources to develop their projects.

-Service Distribution – Team Leaders are Christine Owens and Nancy Newport, who also leads the subcommittee for the mobile library. A report will be given to the Trustees in May following research from libraries across the country about how they use their mobile libraries.

A survey has been given to patrons regarding their view on holds lockers which would allow them to retrieve their holds 24 hours a day, seven days a week.

TRUSTEE LIAISONS

Foundation: R. Nisenshal referred to her report in the Board packet. The Downton Abbey program netted over \$30,000 with over 760 people in attendance.

J. Herndon thanked R. Nisenshal and the committee for organizing such a wonderful event. J. Hehner sent thank you notes to Mr. Stanley at Sullivan's and to Big Red Liquors.

Friends: No report.

Legislative: B. Wiebenga reported HB 1266, has been revised to require binding fiscal review of only one Library in Indiana, the Huntington Library in Representative Dan Leonard's district.

Senate Bill 1 seeks a reduction on the corporate income tax rate of 6.5% in 2015 to 4.9% in 2022. It also provides that counties may exempt from property taxation any new business personal property that is located in the county.

Telecommunications: The committee met on February 13. Bright House Regional Manager Don Williams and AT&T's General Manager for Facilities in Indiana Greg Hoyer were liaisons to the meeting. Bright House has 60 to 90 megabits of band width and more speed for faster connections.

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An agreement between the City of Carmel and AT&T was signed on February 7 regarding the PEG channels. Negotiations with Carmel Clay Schools are ongoing.

Bright House will provide adaptors for 1000 school television monitors affected by their new digital technology.

DIRECTOR'S REPORT

W. Phillips referred to her written report. J. Herndon moved to receive the Director's Report, seconded by P. Napier, and the motion carried.

W. Phillips read a proclamation celebrating the Board of Trustees and their outstanding work. February 24 through March 2 was proclaimed Board of Trustees Recognition Week. Trustees were given an engraved silver paperweight in the shape of a book and a red rose, followed by refreshments.

On behalf of the Trustees, J. Stafford thanked W. Phillips and the library staff for the honor.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

No new business was discussed.

ADJOURN

The meeting adjourned at 6:25 p.m.

Patricia A. Napier, Secretary
Board of Trustees

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