

**Carmel Clay Public Library
Minutes of Board of Trustees Meeting
July 25, 2016**

**Board Room
5:30 pm**

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer; Members Jim Garretson, Jane Herndon, Jack Stafford, Bill Wiebenga; Interim Director Nancy Newport; Foundation Director Liz Hamilton; Managers Hope Baugh, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow; Guest Karen Steinberger

Absent: Secretary Patti Napier; Managers Lisa Dick, Beth Jenneman

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:30 pm. All in attendance were welcomed.

AGENDA

J. Herndon moved to adopt the agenda, seconded by J. Hehner, and the motion carried.

R. Puthran gave an update on the Library Director search. July 24, 2016 was the last day for applications to be submitted. R. Puthran reported the consulting firm said there were thirty-seven applicants. Thirty-four meet or exceed the minimum qualifications. Candidates' resumes have not yet been uploaded, but will be on Tuesday. The next step is for the Board to select six to eight semi-finalists from the pool of candidates based on resumes on August 2, 2016. Then, on August 17 and 18, the Board will conduct the semi-final interviews via Skype. The final interviews will be at the library on September 14 and 15, 2016. By October 1, CCPL should have a new director.

MINUTES

J. Herndon moved approval of the minutes as revised (replace "economy" with "autonomy" in the Legislative section) of the June 20, 2016 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

June Financial Report: Treasurer D. Kramer presented the June Financial Report. He noted we are half way through the year so 50% is the bar for this time. Tax receipts, with exception of commercial vehicle excise tax, are all at or above 50%. D. Kramer mentioned a report from the auditor's office which indicates that our anticipated November/December collections for budgeting purposes is on track. Overall, total revenue is almost over 52%. There were a couple of disbursements worth mentioning. Both supplies and trash removal are high. These items will be increased in the 2017 budget to more accurately reflect those expenses. Also, line 6311 reflects unanticipated legal fees for the personnel matters. Total operating fund disbursements is 40%. In terms of fund balances on the receipts side in both the operating fund and lease rental funds, the significant numbers represent the June property tax receipts, financial institutions tax, and vehicle excise taxes. Under expenses, the major item is the lease rental payment of \$973,000. The last payment will be in January of 2020. D. Kramer stated most of the encumbrances were listed in last month's bills list. The Engledow encumbrance was for landscaping renovation and has cleared encumbrance. Books encumbrance balance will continue to decrease through December.

B. Wiebenga moved to receive the June Financial Report, seconded by J. Hehner, and the motion carried.

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July Bills List: Treasurer D. Kramer presented the July Bills list, noting a AAA Roofing invoice from roof leaks. N. Newport added that a window frame around the window fell off and was causing damage to the roof. Carmel Glass also came to fix the window frame.

J. Hehner moved approval of the July Bills List, seconded by J. Stafford, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport stated the building and grounds information could be found in the Interim Director's Report. J. Herndon commented on how the Pokémon signs around the library were drawing in patrons.

Finance Committee: D. Kramer mentioned that the PNC card arrived.

Personnel & Policy: No report.

Strategic Planning: C. Walker introduced Karen Steinberger who gave a presentation about the Creative Writing Con that took place at Carmel High School. The event was a collaboration of CCPL, Barnes & Noble, and Carmel High School. The Creative Writing Con is an interactive gallery walk of writing activities led by published authors. In 2015, the Creative Writing Con was a one day event with 4 authors and a total of 500 participants. In 2016, it was a two day event with 22 authors and 1,678 participants. K. Steinberger explained that no authors received any compensation. The Creative Writing Con was an opportunity for authors to mentor young talent. K. Steinberger explained the publicity is one reason why the event was so successful. The partnership was so successful, the group presented at ILF in 2015.

C. Walker stated the space for Dabble has been agreed upon at 23 East Main Street. The lease should be signed soon. As soon as the lease is signed, the committee can work on a timeline for moving forward.

TRUSTEE LIASON REPORTS

Foundation: L. Hamilton reported the visiting author series will include JoDee Curtis on August 21, Judith Fertig on September 13, and Dwight Ritter on November 1. The Donor Recognition Event is rescheduled for Wednesday, August 03, 2016. The new Planned Giving/Gift Acceptance Policy will be voted on this Thursday at the Foundation Board meeting. L. Hamilton showed the Bicentennial t-shirts that are for sale in the Friends Book Store. L. Hamilton noted the authors were announced for the upcoming Guided Leaf and Writers at the Pavilion. Flyers were passed around with the names of those authors and the books they are promoting. The Guild put together a diverse panel of authors which should make for a great event.

Friends: No report.

Legislative: B. Wiebenga provided a follow up on the proposal to be able to take what might appear to be surpluses in the funds of one agency and transfer them into another. On June 9, Tim Harmon held a meeting to discuss this idea. The idea stemmed from the need to find money for road improvement. Harmon suggested since there are local agencies, many of which have surpluses, it would be simpler to

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transfer monies already in existence from one agency to another. The idea was picked up by the Summer Study Committee of the legislature which will have a meeting on the topic on August 2. B. Wiebenga will have more information after the August 2 meeting. B. Wiebenga suggested appointing a library subcommittee to develop specific plans as to how CCPL could use some of the surplus funds.

Telecommunications: No report.

INTERIM DIRECTOR'S REPORT

N. Newport reported that the Touch a Truck program was held last week at the Carmel High School football stadium and had almost 1,400 attendees. The ccpl2go was one of 25 trucks accessible to children. N. Newport mentioned the next Board Meeting on August 22 will begin at 5:00 p.m. for the public hearing for the 2017 budget. Mike Reuter will have a presentation.

N. Newport gave an update on the mobile library stops. There are currently 18 stops. At the end of August two Educare stops will begin again, and there will be an added stop at West Park. There was discussion about the reciprocal borrowing statistics, primarily that there is no negative impact to CCPL. It was noted that most of the borrowers are from Westfield and Hamilton East.

J. Hehner moved to receive the Interim Director's Report, seconded by J. Herndon, and the motion carried.

OLD BUSINESS

No old business to report.

NEW BUSINESS

J. Hehner stated he was asked by Ron Carter to give a State of the Library presentation on Monday, August 1. J. Garretson stated Mayor Brainard is no longer interested in the congressional seat.

ADJOURN

R. Puthran adjourned the meeting at 6:34 pm.

Ranjit Puthran, President
Board of Trustees

/jrm