

**Carmel Clay Public Library
Minutes of Board of Trustees Meeting
August 28, 2017**

**Board Room
5:30 pm**

Present: : President Ranj Puthran; Vice President Jim Hehner; Treasurer Dan Kramer; Secretary Patti Napier; Members Jim Garretson, Jane Herndon (via conference call), Jack Stafford, Bill Wiebenga; Director Bob Swanay; Assistant Director Nancy Newport; Managers Lisa Dick, Beth Jenneman, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Interim CYS Manager Elizabeth Essink; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Managers Hope Baugh, Katherine Kersey

Guest: Salary Consultant Julie Bingham

CALL TO ORDER/WELCOME

President Ranj Puthran called the meeting to order at 5:32 p.m. All in attendance, including Salary Consultant J. Bingham, were welcomed.

AGENDA

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

COMPENSATION STUDY

Salary Consultant J. Bingham summarized the independent review done by First Person. A written review was included in the board packet. The data used was benchmark data provided by other peer library organizations. Overall, the library has done a good job keeping pace with market. To maintain and extend the new compensation structure, the recommendation is to age the compensation structure grade minimums, midpoints and maximums according to annually published structure adjustment percentages or in direct relation to the annual compensation increase budget. It was also recommended to maintain the current policy to not pay employees below the minimum or above the maximum rate established for the job classification. Furthermore, the compensation structure, addition of another grade, range spreads and midpoint differentials work together to diminish the possibility of employees being paid unreasonably in comparison to direct supervisors, and vice versa. For this reason, it is important to review the structure and position assignments annually. Lastly, it was recommended that a guideline for starting pay be established that allows some flexibility to recognize previous experience that is applicable to the job and enables an employee to demonstrate a level of competence beyond what a new hire for the same position might be able to contribute. Following the summary, J. Bingham answered questions. J. Bingham will attend the October board meeting.

MINUTES

J. Hehner moved approval of the minutes of the July 24, 2017 meeting, seconded by J. Garretson, and the motion carried.

TREASURER'S REPORT

July Financial Report: Treasurer D. Kramer presented the July Financial report. He noted that July was an unexceptional month. We are out of the period where any kind of taxes other than LOIT comes in as a receipt. Bottom lines in every category are right in line with 58 percent. In terms of balances, we ended the month of July with an overall balance of just under \$19,000,000. With the exception of operating

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Friends and PLAC, there are no revenues coming in. D. Kramer noted that the Friends generated \$6,000 in July. The state technology fund grant money continues to provide payment for certain internet services which will go through until November.

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

August Bills List: Treasurer D. Kramer presented the August Bills list, pointing out under general ledger code 6361 as building maintenance there was a payment of \$25,000 to Lyngsoe Systems for the annual maintenance of the Automated Materials Handling System. Under code 6410, the Presidio invoices totaling \$28,000 is for the UPS upgrade that was encumbered last year.

J. Hehner moved approval of the Bills List, seconded by P. Napier, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport stated that the south entrance landscaping was redone. Also, the garbage truck machinery hit the building. N. Newport took pictures. An insurance adjuster will come to assess the damage.

Finance Committee: D. Kramer referenced TIF information included in the board packet. The first report is the net assessed value certification. Column E shows that for pay 2016, \$1,619,248,000 was captured by TIF districts. This is the latest information that came from the DLGF website. It is money that otherwise would have been part of our assessed evaluation, but because it was in a TIF district it cannot be touched for a certain amount of years. The number of years depends upon the project. The second report included in the board packet is for 2015 which is the most recently available. It lists out what the projects are that have been captured. Under the incremental assessed evaluation column, the total that falls within our library district is \$1,452,000,000. The current amount is about 16 to 20 percent of our total assessed value. D. Kramer will continue to monitor the TIF.

Personnel & Policy: P. Napier explained Resolution 3-2017: Commitment to Join Indiana State Library Consortium for Public Library Internet Access for the Funding Year 2018. J. Hehner moved approval of the Resolution, seconded by J. Stafford, and the motion carried.

Strategic Planning: C. Walker said the library personnel had visioning sessions with MSR. In addition there will be a written report of third quarter activities at the next board meeting.

TRUSTEE LIASON REPORTS

Foundation: L. Hamilton provided a written Foundation Report.

Friends: No Report

Legislative: No Report

Telecommunications: J. Garretson stated that Fishers has had more problems with MetroNet than Carmel has. MetroNet uses independent vendors. These vendors are the ones hitting the gas lines in Fishers, even though MetroNet is ultimately responsible for the damage. Comcast is also coming into the township, and they are a national company unlike MetroNet.

DIRECTOR'S REPORT

B. Swanay expanded a bit on the space study project. The feedback B. Swanay received from the staff regarding the visioning sessions was overwhelming positive. The next session will be on September 21. B. Swanay will send a draft agenda. B. Swanay is finalizing details with MSR. The leadership group will meet again, as will stakeholders groups. The architects may also address an audience of strictly teens. Hopefully some of the TLC will be used for these sessions. Finally, there will be a community forum on the west side of Carmel, perhaps at the Village of West Clay. J. Garretson compared the process the Parks Department used as they were gathering input for the new park on the west side. B. Swanay mentioned he will do some site visits in Seattle and Portland. In addition, B. Swanay, C. Walker, and P. Konshak will attend the Design Institute workshop in Vancouver, Washington. The workshop is comprised of various architects and libraries and focuses on reapproaching space and renovation. B. Swanay presented information regarding an attorney to represent the library. He stated he was asked to find an attorney because the previous firm disbanded. J. Hehner, N. Newport, and B. Swanay developed a list of potential issues that might come up for the library. They intended to do some interviews with some potential firms. Jeffrey Meunier was used by the library to negotiate the DML lease. The team noted there were not many big firms in the Carmel area. J. Hehner and B. Swanay had lunch with Jim Meunier and visited his office. His primary concentrations are personal injury, accidents, and business litigation. The thought was to have Jeff Meunier as our legal counsel with the understanding that he would provide referrals if the library needs specialists. There was discussion regarding this process. B. Wiebenga suggested perhaps there should be a fixed amount of time allowing J. Meunier to be counsel in case the library wants to change counsel for some reason.

B. Wiebenga made a motion to move forward with Jeffrey Meunier as library counsel for a period of two years, seconded by J. Hehner, and the motion carried.

R. Puthran cautioned that MSR was unaware of how we would fund the library. R. Puthran suggested having a conversation with MSR to inform them of how we are going to fund the library prior to any community forums.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

Ranj Puthran adjourned the meeting at 6:46 pm.

Patti Napier, Secretary
Board of Trustees

/jrm