

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
March 28, 2016**

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

Present: President Ranj Puthran; Vice President Jim Hehner; Treasurer Dan Kramer; Secretary Patti Napier; Members Jane Herndon, Jack Stafford, Bill Wiebenga; Library Director Carolyn Goolsby; Assistant Director Nancy Newport; Managers Hope Baugh, Beth Jenneman, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Children and Youth Services Librarian Elizabeth Essink; Administrative Assistant Johnna Mishelow

Absent: Member Jim Garretson; Managers Lisa Dick, Katherine Kersey; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:31 p.m. All in attendance were welcomed.

AGENDA

C. Goolsby asked to add the appointment or reappointment of a representative to the Carmel Cable Telecommunications Advisory Board under New Business.

J. Hehner moved to adopt the agenda as amended, seconded by Bill Wiebenga, and the motion carried.

MINUTES

J. Herndon moved approval of the minutes of the February 22, 2016 meeting subject to minor typographical errors, seconded by P. Napier, and the motion carried.

J. Stafford moved approval of the minutes of the February 22, 2016 Executive Session meeting, seconded by P. Napier, and the motion carried.

J. Herndon moved approval of the minutes of the February 27, 2016 Board Retreat, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

February Financial Report: D. Kramer presented the Financial Report noting that this month's bar is 16.66% for both receipts and disbursements. D. Kramer noted the one time rebate of 1.15% from American Express on line 4230. D. Kramer also noted a reimbursement transfer from CCS stating it was originally receipted into the Operating Fund. It is the money the high school gives the library for eBooks. That money did not go out but rather moved into the Friends Fund. D. Kramer also pointed out in Expenses line 6371 there is a 70% spending ratio. This amount includes some one-time expenses such as a \$3,000 payment for BoardBook and a \$6,000 payment for Urban Library Council dues. D. Kramer said we are in good shape, because the total percentage expended is 12.6% compared to where we could be at 16.66%. In regards to the encumbrance ledger, D. Kramer explained that the new report does it on a running total. When there is a net change, it will be year-to-date rather than for the month. For this reason, the monthly charges were shown as shaded. J. Stafford inquired about the Engledow expense. N. Newport explained that last year, Engledow gave a price quote for removing the Junipers and generally cleaning up the landscaping. It was too late in the year, however, for the work to be done, so the money was encumbered for this year. D. Kramer concluded by saying this month the expenditures outpaced the receipts. Our Operating Fund balance is \$5,747,000, so we are doing well.

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J. Hehner moved to receive the February Financial Report, seconded by P. Napier, and the motion carried.

March Bills List: D. Kramer presented the Bills List and highlighted and an invoice on line 6342 for the quarterly umbrella package for Fearrin Insurance. He also pointed out the annual fee on line 6362 for SyrsiDyrix. D. Kramer compared last month's total bills in the amount of \$458,000 to this month's total bills in the amount of \$566,000. The difference is due to an additional week in the month of March between Board meetings.

J. Hehner moved approval of the March Bills List, seconded by B. Wiebenga, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport mentioned that what was thought to be a roof leak last month actually turned out to be a valve leak in the HVAC system. This has been repaired.

Finance: No report.

Personnel & Policy: The handout outlining the year-to-date 2016 personnel changes was acknowledged with no further report.

Strategic Planning: C. Goolsby commended C. Walker on the format of the Strategic Plan. N. Newport clarified the difference between a public and a private stop for ccpl2go. She also explained how much capacity the mobile library has for additional stops in the future. Review of the current stops' statistics will be completed with the new supervisor. C. Goolsby added that in order to gather data on stops, CCPL should give the current stops a year before making changes.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report. In addition, C. Goolsby asked for the Board's approval regarding the Friends event during which beer and wine will be served. C. Goolsby stated that Fearrin Insurance had already been notified. An event license will need to be obtained. L. Hamilton has already made arrangements for that. The Friends event will include former Board Members of Friends, Foundation, Trustees, and Building Corporation.

Friends: P. Napier discussed the EBay sales meant to capture income for the Friends in another way. On their first post, they sold 40% of what was posted. Currently, individual books are being posted, but in the future the goal is to post as a shop, or post many books at the same time. P. Napier noted that a couple of books have values of up to \$2,000 - \$3,000.

Legislative: B. Wiebenga referenced the "Wrap up Report," and stated that there were no actions that threatened libraries. B. Wiebenga reported that nothing was accomplished in terms of the Religious Freedom Act. Furthermore, neither the Senate nor the House bill on transportation passed; however, a plan was put together where money that is held in reserves for Local Option Income Taxes and

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additional money totaling \$238,000,000 will be used for state highways and bridges. About twice that amount will be used for local roads. There are no new taxes. J. Herndon read information regarding SB

67. The state is to release prior to May 1 to each county an amount that is equal to 100% of the balance that is in that county's Local Income Trust account. For cities, town, and counties, at least 75% of that amount must be used for road projects or deposited in the unit's Rainy Day Fund and used later for road projects. For cities, towns, and counties, the remaining 25% can be used for any legal purposes. For all other units, such as libraries, distribution must be deposited in the taxing unit's Rainy Day Fund. So to the extent that CCPL gets this COIT money, then the library should receive a distribution and the distributions must go to the Rainy Day Fund. It does not have to be used for roads. Additionally, the language that allows libraries to issue temporary library cards was approved. In terms of government budgeting, the nonbinding review was suspended. An issue in the local governing budgeting bill, the one that removed the nonbinding review, urges the legislative council to assign an interim study committee to study the procedures by which such a political subdivision in a county may transfer the political subdivision's funds to another political subdivision located in the same county and transfer additional money from the political subdivision's other funds into the political subdivision's Rainy Day Fund or General Fund. This is an issue that will have to be watched.

Telecommunications: No report.

DIRECTORS REPORT

C. Goolsby had no additions to the Director's Report.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

B. Wiebenga moved to appoint J. Garretson as the Telecommunications Representative, seconded by J. Herndon, and the motion carried.

C. Goolsby asked the Board if they wanted to vote on the Strategic Plan goals or if they wanted the goals to be shared with staff. The Board agreed the goals should be shared with staff, so they can get to work on them.

ADJOURN

President R. Puthran adjourned the meeting at 6:05 p.m.

Patricia A. Napier, Secretary
Board of Trustees
/jrm