

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
February 26, 2018**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Secretary Patti Napier; Members Jim Garretson, Jane Herndon, Jack Stafford; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Manager Beth Jenneman; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:35 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Garretson moved approval of the minutes of the January 22, 2018 meeting, seconded by J. Herndon, and the motion carried.

TREASURER'S REPORT

January Financial Report: D. Kramer stated that the budget estimate includes both what we were approved for as well as encumbrances that were carried forward from 2017. He pointed out Cengage on line 6433. They sent about four or five invoices that dated back to 2015. Those invoices exceeded the budget line, but it was a small budget line to begin with. There was discussion about how the expansion would impact the operating budget. J. Garretson stated that there need to be minutes for the Work Session held on February 24. B. Swanay said he would take care of the minutes. D. Kramer pointed out the state technology grant we received for \$20,000 was slightly less than last year, but our expenses will be less as well.

J. Hehner moved to receive the January Financial Report, seconded by J. Garretson, and the motion carried.

February Bills List: D. Kramer presented the Bills List and pointed out that the Sawyer Industries bill is for ice melt and snow removal. The Dell Marketing bill for about \$54,000 was an encumbered expense from last year to replace some 60 computers. N. Newport clarified that the Wells Fargo expense was for the photocopiers that we rent through Ricoh.

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

COMMITTEE REPORTS

Building & Grounds: N. Newport reported that the walk off mats in the back delivery area have been repaired. In addition, Jim Sawyer is waiting for dry weather to repair the pot holes in the parking lot. N. Newport reported a new sign was put up outside the staff parking lot so patrons are aware that they can park there. N. Newport will find out what the replacement value of the building is. B. Swanay stated the two AEDs were installed on the first and second floors. Tony Lovitt, our security officer, was given an

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award for saving a man's life using an AED. N. Newport stated board members have directors and officer's insurance.

Finance: D. Kramer will provide information regarding fund balances at the next board meeting. He will also provide a sample fund balance policy.

Personnel & Policy: P. Napier stated there were several action items that need to be addressed. The first one is a request from C. Walker in AV to change three part-time positions currently at level 5 to a level 6. It will cost less than \$2,000 to make the change. The reason for the request is because the responsibilities of these positions have changed. It would bring these staff in line with the responsibilities and expectations of level 6 employees in other departments. It would allow them to participate in program planning, and it would provide more flexibility with staffing.

J. Herndon moved to approve the change, seconded by J. Stafford, and the motion carried.

The second action item was in regards to those staff who shifted from a level 9 to a level 10. The change will allow them one more week of vacation if the employee has been at the library for ten years and at least five years in the position

J. Hehner moved approval of the change, seconded by J. Garretson, and the motion carried.

After reviewing the bylaws of Hancock, the Personnel and Policy committee suggests adding two items to the bylaws that are already being practiced:

The board may engage legal counsel as needed for legal advice. The president of the board or the library director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the board and shall report the opinion to the board.

There was discussion about our current general counsel and specifics about seeking counsel for specific areas.

The director shall have the power to write and enforce administrative regulations or procedures governing the library which logically stem from adopted and approved board policies. Such regulations or procedures shall be consistent with the policies of the board.

J. Hehner made a motion to approve the additions to the bylaws subject to following the correct procedures as outlined in the bylaws, seconded by J. Herndon, and the motion carried. The bylaws were checked and the due process was followed to approve the changes to the bylaws.

P. Napier stated the last requested change involves section 3. Those changes were made because of the salary structure.

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J. Herndon moved approval of the change as finally submitted, seconded by J. Hehner, and the motion carried.

Strategic Planning: No report.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton submitted a written report.

Friends: P. Napier stated there was no meeting; therefore, nothing to report.

Legislative: No report.

Telecommunications: J. Garretson stated there had been a quarterly meeting. There are now four vendors servicing the area. Metronet has redone their choice of vendors to bury cable. The city has spent a considerable amount of money redoing the Council Chambers and the Caucus Rooms updating the video capabilities. Now broadcasts can be done in high definition; however, just because it is possible to broadcast in HD does not mean that the carriers will carry it in high definition. With HD, less broadband is needed, but a complete channel is necessary as opposed to putting it on the drop down menu. AT&T has a national policy against doing that because they do not like dealing with local units of government. It is unknown as to whether or not they are all against it. If one agreed to do it, then that puts pressure on the others to do it. We are going to start going at them one at a time because of the investment we have made. The high school does not have the capability for HD yet. The city is very interested because of the city channel. J. Garretson believes Spectrum does have it on a single channel. There was discussion about how this could possibly benefit the library, such as streaming programs through the internet. B. Swanay mentioned how copyright could be a concern.

DIRECTORS REPORT

B. Swanay stated he would use Drop Box to share the presentation that was viewed at the work session. He will also provide minutes from the meeting. He will also share some anticipated key dates between now and mid-April as well as the date for MSR to make their final presentation of the vision, hopefully the second week of April. There will be meetings leading up to that to discuss some strategy. B. Swanay will discuss the pop-up branch at the next board meeting. D. Kramer requested a meeting with Umbaugh to look at some strategies associated with our project. J. Hehner mentioned that B. Swanay made a well-received report to the City Counsel. Jeff Worrell asked that the information be shared with him. Another member asked for information about the west side. B. Swanay sent her information from the survey that statistically defined the west side. B. Swanay stated MSR was hired to help us develop a vision. J. Garretson asked about the process for finding an architectural firm. B. Swanay stated the team that was assembled that hired MSR will get back together to assess whether or not MSR will be used. J. Garretson stated he was concerned about the cost of an architectural firm that far away, specifically the reimbursement cost of their travel expenses. J. Garretson also stated he was concerned about having

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access to a firm from out of town. J. Herndon stated there are a lot of statewide options to consider. J. Garretson mentioned that another concern is construction management. J. Herndon suggested the committee have a conversation as to what to do about construction management. J. Garretson said that it pays to have a good construction manager. J. Stafford stated that the construction management can certainly be local. B. Swanay stated MSR will supply a ballpark figure of what they would charge to make the renovations.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:30 p.m.

Patti Napier, Secretary
Board of Trustees
/jrm