

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
March 24, 2014**

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

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

Absent: Trustee Patti Napier; Managers Beth Jenneman, Renee' Kilpatrick.

CALL TO ORDER/WELCOME

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

AGENDA

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

MINUTES

J. Herndon moved approval of the minutes, seconded by R. Puthran, and the motion carried.

TREASURER'S REPORT

February Financial Report:

Treasurer R. Puthran presented the financial report. All budget items are in early stages to date, with encumbrances still coming in. J. Herndon moved to receive the February financial report, seconded by J. Hehner, and the motion carried.

March Bills List:

Treasurer R. Puthran presented the Bills List noting the prepaid amount for an upcoming library conference; Schindler Elevator for annual maintenance; Sirsi integrated library system upgrades and maintenance; and movie licensing. J. Hehner moved approval of the March Bills List, seconded by J. Herndon; the motion carried.

COMMITTEE REPORTS

Building and Grounds: Upon delivery of the new chiller, the old one will be removed and the new one installed.

Finance: No report.

Personnel and Policy: B. Wiebenga recommended a \$500 stipend per pay period be given to N. Newport as she assumes the work of Business Manager R. Brockett while he is out for knee surgery on April 9, with at least 6 weeks of recovery. J. Herndon moved approval of the stipend, seconded by J. Garretson, and the motion carried. The increase will be effective beginning April 1.

Strategic Planning: J. Stafford reported the last meeting of the Steering Committee was Tuesday, March 18. The Little Free Libraries are about to be put to use in Township Center at College and 106th Street; one in Founder's Park; and one in West Park. Books will be loaned and returned on the honor system. Library staff will stock them initially with members of the Friends to adopt one of the locations. Other groups may also wish to take care of one of the libraries.

The mobile library committee is still considering many services it might extend to the community. The survey has been available for a week.

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Mailings are targeted for the south central area of the Township to publicize the many services available to library patrons.

DeveloperTown, Speak Easy, and LaunchFishers were discussed as new areas of involvement for libraries around the country.

The activities in which a number of staff participated in at PLA are being channeled into areas of strategic planning.

TRUSTEE LIAISON REPORT

Foundation: Foundation Director R. Nisenshal referred to her report in the Board packet. A mailing went out today for membership in the Centennial Society. J. Hehner complimented R. Nisenshal and the Foundation on the very enjoyable Downton Abby event.

Friends: Minutes from the Friends Retreat in January were given to Trustees and managers.

Legislative: B. Wiebenga referred to the information found in the Director's report.

Reporting about the Legislative Committee meeting he noted language was struck from Rep. Dan Leonard's HB 1266 regarding mandatory review of library budget by a local government entity.

The Senate Enrolled Act 1 prevailed over House Bill 1001. The final bill that was passed included the following provisions:

- 1) The corporate income tax rate will be reduced from 6.5% to 4.9% over the next six years;
- 2) Counties are given the ability to exempt all new business equipment from the business personal property tax, and to exempt all companies with less than \$20,000 in equipment from the tax;
- 3) To offer property tax super abatements of up to 20 years for specific economic development projects.

Former Senator Bev Gard now is a Trustee at the Hancock County Public Library and also on the Legislative Committee.

Senator Brandt Hershman chaired the study committee. His opinion of libraries having reserve funds is that they should have a plan for how the funds will be spent. B. Wiebenga suggested an itemized list be prepared with potential projects to receive reserve dollars, i.e. Long Range Capital Projects Plan; loss of revenue after bonds are paid off; serving those in our district who live in under-served areas with a mobile library. He suggested we have an itemized list of what will be done with our reserve dollars, including a cost component for each strategy.

Telecommunications: No report.

DIRECTOR'S REPORT

W. Phillips noted the revised Circulation Statistics in the Board packets.

PLA daily newspapers were shared with Trustees noting speakers Bryan Stevenson and Simon Sinek.

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The Staff meeting on April 30 at 8:00 a.m. will be devoted to feedback from staff regarding their PLA experiences. All Trustees are invited to attend the meeting and introduce themselves to the staff.

A new Fixed Asset Inventory (FAI) was done in November 2013 to assess that the library and its contents are properly insured. The premium was lowered as a result of this new inventory. The building is valued at over \$31 million. Cincinnati Insurance Co. continues to insure CCPL.

New tables are being considered to replace the ones currently in the Program Room.

W. Phillips will meet with the President of the Mayor's Youth Council to see whether or not the library will be a suitable venue for a juried student art exhibit.

J. Herndon moved to accept the Director's Report, seconded by B. Wiebenga and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

J. Hehner moved to adjourn, seconded by J. Herndon, and the motion carried. The meeting adjourned at 6:18 p.m.

Becky Bryenton
Administrative Assistant