

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

**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, Bill Wiebenga; Library Director Carolyn Goolsby; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent:

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:32 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 March 28, 2016 meeting, seconded by B. Wiebenga, and the motion carried.

J. Garretson moved approval of the minutes of the March 28, 2016 Executive Session, seconded by B. Wiebenga, and the motion carried.

TREASURER'S REPORT

March Financial Report: D. Kramer pointed out we are through the first quarter. Nothing of interest on the revenue side. The first property tax receipt will be seen in May. D. Kramer noted that we are already starting to look at line items for next year's budget to see what might need to be adjusted. It is possible the supplies budget might need to be adjusted. Trash removal is another item that might require adjusting. Line 6243 was for MCLS for RFID tags. The bottom line of expenditures is that we are at 20.21%. The bar is 25%, so we are in good shape. R. Puthran asked about the Equipment and Maintenance expense of \$78,000. It was noted that \$72,000 was for the annual SIRSI bill.

In terms of balances, D. Kramer stated there was nothing unusual to report. He mentioned the two gifts funds, Friends giving \$8,000 and the Foundation giving \$6,258. B. Wiebenga noted that the expenses exceeded the receipts. He asked if there was any historical data that would show how much of a balance would have to be carried to cover the fluctuation. D. Kramer said he could provide that. D. Kramer concluded by saying the overall balance was great at \$13,947,000.

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

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April Bills List: D. Kramer presented the Bills List highlighting line 6430 under Ingram. D. Kramer explained that these are credits. J. Garretson asked if the Indiana Library Federation dues were an annual fee (line 6381). He also asked what these fees provide members. N. Newport stated it was the Board members' dues that were paid for. B. Wiebenga said the dues include access to district conferences, access to annual conferences which includes sessions for trustees, and lobbyists Matt Long and Carolyn Elliot. It is the strongest liaison to the State Library that provides us with certain benefits. J. Herndon asked if the expense included any library staff. N. Newport answered that staff pay their own dues on a tiered cost ranging anywhere from \$24 to \$150. J. Garretson suggested the library should look into covering the cost of full time staff membership dues. J. Herndon suggested delegating the task to the Personnel Committee. B. Wiebenga asked C. Goolsby to create a spreadsheet to show the overall cost for the library to cover the cost of membership dues for full time staff. Board also wanted to see the cost of American Library Association and Public Library Association.

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

COMMITTEE REPORTS

Building & Grounds: Nancy Newport reported State Farm covered entire expense of putting the graphics on Mobile Library after the accident. State Farm paid the library instead of Alphagraphics, but D. Kramer will pay Alphagraphics.

Finance: D. Kramer stated the \$1,763,000 for the irregular COIT distribution will hit the bank on April 28. This money will be deposited into the Rainy Day Fund. J. Herndon stated that tax bills came out. She noted that in comparing 2015 to 2016, the library, solid waste, county, township, and the school taxes were all lower. The city, however, went up 18%. The school corporation's circuit breaker loss doubled, from \$1,000,000 to \$2,000,000. D. Kramer reported that this year we lost an additional \$144,000. Last year we lost \$121,000; this year we will lose \$266,000. As a percent, we now lose about 5% of certified levy to the circuit breaker. D. Kramer noted on both years' county wide grant total, the county on the whole is \$2,000,000 better off. D. Kramer said the DLGF rolled out a series of changes for the budget years 2017, 2018, and 2019. One of the changes for 2017 is transparency into major capital developments that would affect the library when it comes to property tax caps. This would allow the library to know what is coming and plan accordingly.

Nominating: R. Puthran determined that he, J. Hehner, and J. Stafford will make up the Nominating Committee. Nominations are needed by May at the annual meeting for voting, and the terms will begin with the July meeting of the Board. J. Hehner requested C. Goolsby to send a list of members' terms to the members of the Nominating Committee. R. Puthran stated B. Wiebenga's third term ends this year. A letter has been drafted to Nick Wahl to recommend him for a fourth term.

Personnel & Policy: No report.

Strategic Planning: C. Goolsby stated managers are working on the questions for the initial survey for the public. The goal is to also reach non-card holders by knocking our address data base against the city's to get a list of non-library card holders. C. Goolsby is checking with the State Library to verify that that is acceptable to do. Once the survey is finished, Strategic Plan Committee will meet with Steering Committee. The surveys could be provided through internet, on receipts, paper surveys, or inserts in utility bills.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton submitted a report, but added some updates. The next visiting author series on Wednesday, May 11 features Tessa Bridal. Paula McLane will visit on June 3, and Michael Sheldon will be here on June 16. Last week the library hosted a cocktail party for the Foundation, Friends, and Trustee Boards to kick off the book sale. L. Hamilton has been working on Summer Challenge prizes. L. Hamilton reported there are seven restaurants that have committed. In addition, the Indianapolis Indians and Indy Eleven have partnered with the library for tickets as prizes. On Wednesday, June 15, the Event in the Tent will take place from 5:30 – 7:00 before the concert at the Gazebo featuring Jennie DeVoe.

Friends: The book sale brought in \$9,000 before expenses. Friends on the Scholarship Committee made their individual choices for the two scholarship recipients, and the final decision will be made tomorrow evening.

Legislative: B. Wiebenga reported that there will be many state legislative positions open due to retirements and state legislators who are running for state wide offices. The Legislative Committee is creating two committees. One committee will monitor when LOIT (Local Option Income Tax) goes into effect, when there is only one county income tax. While Mike Reuter does not think CCPL will be affected, some library districts will be affected. A second committee will try to modify the library code to take away some of the incidental details from the legislature and give those tasks to library boards. Finally, for the executive office of ILF, there are 30 applications for the Director's position. It is anticipated that applications will be evaluated during the month of April, and a candidate will be presented to the ILF Board on May 3 with a start date of June 1.

Telecommunications: No report.

DIRECTORS REPORT

C. Goolsby reported there was nothing to add to the Director's report. R. Puthran commented that there seems to be a lot of programming. C. Goolsby commended C. Owens for her efforts putting together the ISIS is not Islam program. J. Garretson asked how the library was doing in terms of county-wide lending. N. Newport stated almost 76% of reciprocal borrowers come here.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

C. Goolsby stated Anne Hensley Poindexter has represented CCPL through Campbell Kyle Proffitt but the company has dissolved. The Board will, therefore, need to decide who to use for legal representation. J. Hehner recommended that on the matter of the easement issue, CCPL continue to use Anne Poindexter as counsel until the matter is concluded. It was decided B. Wiebenga, P. Napier, and J. Hehner will form a committee and go through the process of recommending an attorney to serve as general counsel. J. Herndon commented that Anne Poindexter's work is very much appreciated. J. Hehner asked that C. Goolsby contact Anne Poindexter to check the progress of the land issue.

ADJOURN

President R. Puthran adjourned the meeting at 6:27 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm