

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 20, 2017**

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

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

Absent: Members Jane Herndon, Bill Wiebenga; 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

J. Hehner moved to adopt the agenda, seconded by J. Stafford, and the motion carried. R. Puthran congratulated N. Newport and Katherine Huddle for their awards.

MINUTES

P. Napier moved approval of the minutes of the October 23, 2017 meeting, seconded by J. Stafford, and the motion carried.

TREASURER'S REPORT

October Financial Report: D. Kramer presented the Financial Report stating we are 83 percent of the way through the year. The total revenue looks slight even though it is not, because this does not reflect our fall disbursement of property and excise taxes. The November partial disbursement is not reflected on this statement. On the revenue side, \$23,000 of interest earnings was from two CDs that matured. After looking at rates, we rolled them into a one year CD. On the expense side under Other Services and Charges, the consultant fee is at about 137 percent to date of what was budgeted. That is primarily due to MSR Architects. The MSR contract had an amount that the fee was not to exceed. To date, we have paid MSR \$35,500, and there are additional expenses of \$30,000, making the total spent so far \$65,500. The bottom line is 66 percent of the appropriation, so we are doing well. Next month in balances, receipts will outpace expenses. There were no encumbrances paid down this month.

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

November Bills List: D. Kramer stated C. Wenz and B. Swanay worked through a new health insurance plan. There are two health insurance premiums this month because Anthem requested payment early. The savings will be greater than what is shown. There are two components to the health insurance. There is what the library pays, and there is what is withheld from employees for family members. D. Kramer does not have the detail on that from Anthem yet, so the amount could not be deducted. There will be about another \$3,000 in savings. That bill will be close to \$20,000 per month. The library is changing from United Health to Anthem. United was going up 16 percent next year. Line 6313 was pointed out on receipts and disbursements as the MSR bill.

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

**Minutes of the Board of Trustees Meeting
November 20, 2017
Page 2**

COMMITTEE REPORTS

Building & Grounds: N. Newport stated we have signed the contract with our snow removal company.

Finance: D. Kramer provided an article regarding Carmel's debt rating. Carmel dropped from an AA+ to an AA. That will not impact us directly; however, it may have some impact if we issue debt in the future.

Personnel & Policy: P. Napier referred to the material included in the board packet regarding the 2018 proposed salary increases. P. Napier stated that the compensation study had been completed. The proposed position upgrades will affect six people. Three of them are Circulation supervisors. These changes are because we upgraded to an eleven tier pay grade instead of a ten tier. To make the changes for these position upgrades, the total cost will be \$18,794. The other piece of the compensation project is we evaluated the proposed adjustments for the ranges which increased the minimum. In order to accomplish the changes for bringing staff up to the minimum and also looking at employees as far as on the scale and how they relate to one another as far as their position on the scale, that adjustment will cost \$11,649. If a 3 percent increase is added for 2018, the entire cost will be \$30,443. J. Garretson raised a concern. He stated the county gave employees a 6.9 percent increase. The city of Carmel granted 6.5 percent increases. Usually CCPL follows them, without exceeding them. J. Garretson stated some people were concerned the increase may not be sustainable. J. Garretson said he was concerned that our staff did not receive a higher increase. J. Hehner stated he wanted the increases to be consistent, but that the compensation study seemed to be thorough to try to get us in a range of where our peers are. For this reason, we are not out of line with the 3 percent. J. Hehner asked that since this was a comprehensive study, could we agree to look at the compensation on an interim basis, perhaps this summer.

J. Garretson moved approval of salary increases with a review in six months, seconded by J. Hehner, and the motion carried.

P. Napier referred to the Privacy Policy draft. The changes have been highlighted. The draft is lengthier than the previous policy because it addresses more aspects of patron privacy than previously addressed.

J. Garretson moved approval of the Privacy Policy, seconded by J. Stafford, and the motion carried.

Strategic Planning: C. Walker stated there was no report, but she mentioned that the Library Wide Programming Team met today. There are a lot of engaging and exciting programs going on. Next month, C. Walker will provide a year-end recap of the progress of the Strategic Plan.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: B. Jenneman stated six board members finished their terms. The Friends voted on five new board members. The current president, vice president, and B. Swanay will meet to decide on a nomination for the next Friends president for 2018.

**Minutes of the Board of Trustees Meeting
November 20, 2017
Page 3**

Legislative: No report. N. Newport emailed the board about the legislative breakfast.

Telecommunications: J. Garretson stated there had been a quarterly meeting. MetroNet did not show up. Charter, AT&T, and Comcast attended. J. Garretson stated the Attorney General has gotten involved with the problems caused by MetroNet. A lot of the remotes that we have used are direct site remotes that are aimed at the cable box. The new ones that are coming out are radio signals so the cable box can be hidden. AT&T continues to push Direct TV as opposed to conventional cable. The prospect of going into established neighborhoods to replace lines with fiber optics could cause customers to be unhappy about their yards being dug up. Austin, TX and Indianapolis, IN remain the pilot programs for 5G for mobile phones.

DIRECTORS REPORT

B. Swanay mentioned that E. Essink is the manager of CYS, and J. Beckman is the manager of YA. B. Swanay stated that moving forward, the approach regarding the space study is to complete it in phases that allow us to break the process up so it is more achievable. The main priority is to get some of our space needs in the existing building taken care of. There are some things we should not wait on. The fact that Carmel's rating dropped is a factor on whether or not we want to take on a grand scale project. We are in a good position to do good size phases to this project. The other reason this is a good idea is because we need their final recommendation to incorporate options and thoughts on a branch location. We held a public forum that centered on that topic. MSR needs to help distill some of that for us. B. Swanay does not think we are in a position to make a decision on that right now. There are also community partnerships that we need to consider. For this reason, a phased approach makes sense. It gives us the space we need for some of these other considerations. B. Swanay stated his initial conversation with MSR regarding this went well. He will have follow-up conversations with them. It may be that MSR will need more time for the new approach. As scheduled they have one final visit for December 18 which might be moved back a month. J. Hehner agreed. MSR suggested having WebEx meetings. J. Hehner, J. Stafford, and J. Herndon should be part of the WebEx meetings. J. Stafford suggested taking a closer look at potential partnerships that might become involved in this project. J. Stafford asked if we really understand the implications of involving a partner. How can we explore those issues and fit them into the phased approach? B. Swanay stated by making phase one the needs of the existing building, we will be moving forward while still having time to explore issues on other parts. J. Hehner stated he was concerned about moving too fast and take on debt unless we are certain that that is something we want to do. J. Hehner stated that at the same time, he does not want us to move too slowly because of losing the other bonds and having our rates change. B. Swanay stated the safe bet is to address the space needs in this building because we know what we need. We are not a sure about other aspects like a parking structure and a branch location. Another option might be to lease some space on the west side to test branch services as a segway to a building project. J. Hehner stated he would also like to explore how we could phase things into a plan that might take five, ten, or fifteen years to do. J. Garretson said we have about 2 cents of the tax rate devoted to retiring the 18 year old bonds. J. Garretson stated Mike Reuter indicated that we could drop one cent to raise about \$5,000,000 or keep both cents and raise about \$10,000,000. D. Kramer stated that referred to rolling general

**Minutes of the Board of Trustees Meeting
November 21, 2016
Page 4**

obligation. You issue relatively small principle amounts and they have short maturity, so you just roll one after the other. This is a way to keep the rate in place until you are ready to have a larger debt issued, if necessary. J. Garretson mentioned that because the library is almost 20 years old, a new roof is imminent as is the cooler. We should anticipate the cost of these updates. J. Hehner stated he agreed with giving MSR another month. J. Stafford would like to know more about financing options. For instance, this is what you can get with this amount of money. J. Garretson stated once the debt rolls off of this building, the Building Corporation will no longer own the building. His point was that we are not limited to a certain amount of money. J. Hehner, J. Herndon, J. Stafford, D. Kramer, and B. Swanay will try to meet to find the answers to some of these questions, so they can be addressed at the December meeting. Then, we can figure out what to do with MSR. The last time we borrowed about \$24,000,000. D. Kramer will bring various scenarios to the next board meeting. B. Swanay will coordinate a meeting time with all parties involved. B. Swanay mentioned the cost of having someone to set up and take down the program room for programs. J. Garretson mentioned that we are looking at the next twenty years, we are looking at the cheapest money we can ever borrow right now. J. Stafford said he does not want us to do anything that will limit us in the future. J. Garretson said that that is why borrowing might be preferable to spending money we have in reserve, especially since it is cheap money comparatively. J. Hehner stated there will be more information at the next board meeting after the committee brainstorming meeting.

J. Stafford moved to accept the Directors Report, seconded by J. Hehner, 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 6:18 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm