

**Carmel Clay Public Library  
Board of Trustees Meeting  
June 17, 2019**

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

Present: President Ranj Puthran; Vice President Jim Hehner; Treasurer Dan Kramer; Members Stephanie Kim, Jack Stafford, Casey Wilson; Library Director Bob Swanay; Managers Jamie Beck, Lisa Dick, Elizabeth Essink, Katherine Kersey Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow; Facilities Supervisor Fred Sheats

Absent: Secretary Patti Napier; Members Jim Garretson, Ranj Puthran; Manager Cindy Wenz, Foundation Director Liz Hamilton

Guests: Kevin Huse, Antone Sgro

**CALL TO ORDER/WELCOME**

Vice President Jim Hehner called the meeting to order at 5:29 p.m. All in attendance were welcomed.

**AGENDA**

S. Kim moved to adopt the agenda, seconded by J. Stafford, and the motion carried.

**MINUTES**

S. Kim moved approval of the minutes of the May 20, 2019 Board Meeting, seconded by J. Stafford, and the motion carried.

J. Stafford moved approval of the minutes of the June 10, 2019 Executive Work Session, seconded by C. Wilson, and the motion carried.

S. Kim moved to approve Mike Reuter's Financial Summary, seconded by J. Stafford, and the motion carried.

**TREASURER'S REPORT**

May Financial Report: D. Kramer presented the Financial Report stating we are almost 42 percent of the way through the year. The spring distribution of the Local Income Tax and property tax can be found on the revenue side. The distribution increased the balance. Under interest earnings, there was a \$9,000 payment from a maturing CD. Revenues were strong this month. Total expenses are just under 33 percent of our appropriation.

S. Kim moved to receive the May Financial Report, seconded by J. Stafford, and the motion carried.

June Bills List: D. Kramer presented the Bills List, noting a \$45,000 invoice for BiblioCommons and a \$2,500 invoice for BiblioTeca. B. Swanay stated BiblioCore is the discovery layer/public

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catalog that patrons see when they search online for books and will replace Enterprise, a SirsiDynix product we currently use. The reason for the change is that BiblioCore is a much superior product with a scalable design that looks good on any size of screen or device. Patron use of phones is growing and having a product like this is important. We are also looking at other solutions for the website calendar system and digital signage. The staff is at work planning the transition to BiblioCore. The deadline for the transition is by the end of this year. The hard deadline is no later than March of next year, because that is when the SyrsiDynix renewal would come up.

C. Wilson moved approval of the June Bills List, seconded by S. Kim, and the motion carried.

**COMMITTEE REPORTS**

Building & Grounds: B. Swanay referred to a document included in the board packet that lists items to be declared as surplus.

C. Wilson moved to declare the listed property as surplus, seconded by J. Stafford, and the motion carried.

Finance: D. Kramer presented Resolution 3-2019 Investment of Public Funds. The resolution was prepared by Baker Tilly, formerly Umbaugh. This is an annual resolution that states we will consider purchasing CDs from banks within the state, not just within Hamilton County.

C. Wilson moved approval of Resolution 3-2019, seconded by J. Stafford, and the motion carried.

Nominating: Bob Swanay presented the proposed slate of officers for 2019 – 2020. President – Jim Hehner; Vice President – Jim Garretson; Secretary Patti Napier; Treasurer – Dan Kramer.

S. Kim moved to approve the slate of officers, seconded by J. Stafford, and the motion carried.

Personnel & Policy: B. Swanay presented Resolution 4-2019 Annual Review of the Non-Resident Fee, recommending the fee remain at \$100 from July 2019 through June 2020.

J. Stafford moved to adopt Resolution 4-2019, seconded by C. Wilson, and the motion carried.

Personnel changes were included in the board packet.

Strategic Planning: No report.

**TRUSTEE LIAISON REPORTS**

Foundation: No report.

Friends: No report.

Legislative: No report.

Telecommunications: No report.

**DIRECTOR'S REPORT**

B. Swanay stated the appointment of Patti Napier and John Williams are on the school board agenda for later this month. J. Hehner commended J. Stafford for his sixteen years of being on the library board. Tonight is J. Stafford's last board meeting.

S. Kim moved to accept the Director's Report, seconded by C. Wilson, and the motion carried.

**OLD BUSINESS** – There was no old business.

**NEW BUSINESS** – There was no new business.

**ADJOURN**

President R. Puthran adjourned the meeting at 5:42p.m.

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Jim Hehner, Vice President  
Board of Trustees

/jrm