

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
September 26, 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; Interim Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Managers Katherine Kersey, Renee' Kilpatrick

CALL TO ORDER/WELCOME

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

AGENDA

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

R. Puthran stated the new Director, Bob Swanay, will notify his staff and board this week of his resignation. B. Swanay's tentative start date will be on November 7, 2016. R. Puthran asked the managers and board member if they had any questions. There were no questions.

MINUTES

J. Garretson moved approval of the minutes of the August 22, 2016 Public Hearing, seconded by P. Napier, and the motion carried.

J. Garretson moved approval of the minutes of the August 22, 2016 meeting, seconded by J. Stafford, and the motion carried.

J. Hehner moved to receive the Fiscal Plan Update, seconded by P. Napier, and the motion carried.

TREASURER'S REPORT

August Financial Report: Treasurer D. Kramer presented the Financial Report noting that we are two thirds of the way through the year, and we are in good shape. On the expense side, we have spent just under 53 percent of our budget. D. Kramer mentioned legal services in the amount of \$290 which had to do with personnel matters. Another legal expense in the amount of \$325 was for a review of the new lease of the property on Main Street.

This month's encumbrances were minimal, about \$70 off the books line.

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

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September Bills List: D. Kramer presented the September Bills List noting on page one on "full time regular" an amount of \$78,706. The September 15 payroll is for the period that ended on August 31. This includes the final payment to the previous director. The \$78,000 is about \$5,000 more than what is seen on line one under "full time regular," because vacation time was included in the amount owed to the previous director. Lines 6323 and 6324 are expenses related to two of the director candidates for meals, hotels, air fare, and mileage. Next month's bills list will include the expenses of the other two candidates. Line 6326 is Friends and Foundation contributions which does not have to be appropriated and did not come out of our budget. Line 6361 in the amount of \$24,760 is for the annual maintenance contract for Lyngsoe Systems, the automated materials handling of the conveyor system.

J. Hehner moved approval of the September Bills List, seconded by B. Wiebenga, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport stated there was nothing extra to report outside of the Interim Director's Report.

Finance: N. Newport distributed the 2017 Budget documents last month. She noted that the information is provided in Gateway every year which provides the public access to the information. This month is the adoption of the 2017 budget. The 2017 budget is based on the financial plan that Mike Reuter provided. N. Newport stated she used Mike Reuter's bottom line, but she adjusted some lines items like electricity, personnel, office supplies, and rent for 23 East Main. P. Konshak explained that the equipment line item was low because he has been holding out on other purchases to make sure there was enough for the equipment for 23 East Main. P. Konshak stated the equipment would be around \$50,000 for the next two years with perhaps some smaller purchases later. The space will include a 3-D printer, and patrons will pay for any consumables. The space will cost about \$200,000 for the next two years, which includes \$25,000 a year for rent, \$50,000 in personnel, and \$50,000 to \$70,000 in equipment. J. Herndon suggested the Strategic Plan Committee get a report that details the expenses. J. Garretson expressed his concern about cost recovery. J. Hehner asked if reciprocal borrowers could use the space. P. Konshak stated the committee felt this should be strictly for CCPL card holders. J. Garretson asked if we will recover our costs on the printers, copiers, and potentially the 3-D printer. P. Konshak stated an analysis could be done. J. Hehner stated he liked J. Herndon's idea of having the Strategic Plan Committee evaluate and offer some suggestions and research costs. J. Stafford asked if CCPL is limited on how money can be spent. N. Newport stated CCPL still has the bond refinancing money which can be spent with no appropriation. D. Kramer stated CCPL is automatically limited because of the growth factor that cannot be exceeded. J.

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Herndon stated a goal for next year is to talk about taking the issue to the city for a nonbinding review.

Resolution 7-2016: N. Newport presented the Budget Adoption of 2017 Operating Fund, Library Improvement Reserve Fund, and Lease Rental Fund.

J. Herndon moved approval of the Resolution, seconded by J. Stafford, and the motion carried.

Personnel & Policy: P. Napier presented the Internet Use Policy noting that no changes were made from last year. The policy simply needs to be reaffirmed every year.

Resolution 5-2016 – Internet Policy Review

J. Hehner moved approval of the Resolution, seconded by J. Herndon, and the motion carried.

Resolution 6-2016: P. Napier presented Resolution to authorize Payment of Membership Dues.

J. Herndon moved approval of the Resolution, seconded by B. Wiebenga, and the motion carried.

Personnel Changes: P. Napier stated the job description for the Communications Senior Assistant position is included in the packet. The position will change from a level 5 part time to a level 6 full time. P. Napier also referenced the Digital Media Lab Specialist positions for the new Digital Media Lab. They will be level 6 part time positions. P. Napier also referred to Materiality and Process for Reporting Material Items. The resolution was passed at the last meeting, so now it needs to be placed in the policy manual. D. Kramer explained it was an offshoot of the Internal Controls Resolution which sets minimum standards for when variances are reported to the Board and to the State Board of Accounts.

J. Hehner moved to suspend the rules to adopt the amendments to the policy, seconded by J. Garretson, and the motion carried.

J. Hehner moved to adopt the changes for the policy manual, seconded by J. Garretson, and the motion carried.

B. Wiebenga stated the position classification system and the salary scale for the two positions are included in the packet. B. Wiebenga noted that the salary schedule is approved annually.

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Strategic Plan: C. Walker referred to a third quarter update in the Board packet. The first part highlights some activities that have happened this summer and early fall for the current plan in terms of voice, presence, and leverage in the community. The second part of the update refers to the 2017 -2019 Strategic Plan. Some activities that have taken place include a West Side Focus Group and staff action sessions. C. Walker mentioned a URL that can be accessed to stay up to date with the Strategic Plan progress.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a Foundation Report included in the Board packet. She had no further information to add.

Friends: P. Napier reported the Friends want to increase their visibility. The Friends decided to include membership information in book mark format in all the books sold at the book store. Friends' year-to-date- contribution is \$40,000. They are continuing with the online book store. The Book Sale is October 6th – 9th.

Legislative: B. Wiebenga stated the proposal of Representative Tim Harman did not pass. The organization of town and cities, as well as libraries, came out strongly to oppose the proposal. B. Wiebenga stated there is an urgency if we have substantial balances in our funds to have a plan for using them. B. Wiebenga stated there used to be a physical plant audit which programmed certain dates for replacing items. B. Wiebenga suggested reconsidering this. B. Wiebenga noted the Legislative Forum will be held on October 5. Some highlights planned for the day include Representative Negele speaking on the state budget and a question and answer session with the Department of Local Government and Finance Representative Courtney Schaafsma. In addition, there will be some discussion as to why board members should be policy advocates. The Committee of Local Income Tax had a discussion to see if there is anything that needs to be done legislatively as the state moves to implement the single local income tax option in 2017. There is no legislation that can be proposed because it all comes down to county councils. Those county councils have historically had the authority to set library budgets if they chose in those counties. There is, therefore, no legislation at this point that can meaningfully be proposed. The authority structure for allocating funds cannot be changed at the county level. It will continue to be monitored, but there probably will not be any action. B. Wiebenga stated Mike Reuter gave his assurance that Hamilton County would not have any difficulty because there is not one single authority that makes the determinations as to who gets what in terms of LOIT.

Telecommunications: No report.

INTERIM DIRECTORS REPORT

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

B. Wiebenga stated he was impressed that circulation, door count, and number of programs keep going up. He also stated the staff should be commended for all they are doing to make that possible. J. Hehner thanked N. Newport for her services of Interim Director, the staff, and managers who have filled in so valiantly during the past months.

OLD BUSINESS

J. Stafford stated he thinks it is time to look into putting a sign in front of library. B. Wiebenga suggested presenting the information from 2007 to the Building and Grounds committee.

NEW BUSINESS

Board of Trustees Meeting Dates for next year included in packet.

2016 Holidays and Closure Dates for next year included in packet.

ADJOURN

President R. Puthran adjourned the meeting at 6:25 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm