

**Carmel Clay Public Library  
Minutes of Board of Trustees Meeting  
August 27, 2018**

**Board Room  
5:30 pm**

Present: : President Ranj Puthran; Vice President Jim Hehner; Treasurer Dan Kramer; Members Stephanie Fuhrmann, Jim Garretson, Jane Herndon, Jack Stafford; Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Peter Konshak, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier; Managers Katherine Kersey, Christine Owens; Foundation Director Liz Hamilton

**CALL TO ORDER/WELCOME**

President Ranj Puthran called the meeting to order at 5:30 p.m. All in attendance were welcomed, including Stephanie Fuhrmann, a new board member.

**AGENDA**

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

**MINUTES**

J. Stafford moved approval of the minutes of the July 23, 2018 meeting, seconded by J. Herndon, and the motion carried.

**TREASURER'S REPORT**

July Financial Report: Treasurer D. Kramer presented the July financial report. He noted that July 31 marks the point at which 58 percent of our expenditures would be spent if we are on track. The revenue side of the report does not track exactly because the library receives a disproportionately high percentage of its revenue in the final two months of each semi-annual period. In the "Other Services and Charges" section of the report, legal services show expenditures over 100 percent, in part because the budgeted amount was quite low at \$6,000. Legal services so far in 2018 have included expenses related to the purchase of the west branch property and harassment training for library staff. In addition, the consultant fee reflected in that section was mostly due to the work done by MSR. Line 6371 "Staff Databases" shows spending at 130 percent of budget, but this line also had a low starting budget. The BeanStack software used for the Summer Challenge program came out of this budget line. To make up for the unexpectedly high expenditures in these areas, some other budget lines will be adjusted. The total operating fund is at 45 percent compared to the threshold of 58 percent. In terms of balances, there is nothing to report because we are outside of the months that have property tax receipts. In terms of lease rental fund, we do not have disbursements until the July and December months. There were minor changes in encumbrances in the eBook and print lines.

J. Stafford moved to receive the July Financial report, seconded by J. Hehner, and the motion carried.

August Bills List: Treasurer D. Kramer presented the August Bills list, pointing out line item 6324 which is a Hamilton County Leadership Academy expense because B. Swanay is enrolled in that program.

J. Hehner moved approval of the Bills List, seconded by J. Garretson, and the motion carried.

**COMMITTEE REPORTS**

Building & Grounds: J. Hehner referred to a document in the Board packet that lists items to be declared as surplus.

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

Finance Committee: D. Kramer stated that within a month we will have entered into Gateway all of our budget information. To make it as accurate as possible, we get numbers from both the state and county regarding sources of revenue. For Local Income Tax we will receive \$4,039,000 which compares to \$3,998,000 from last year, a difference of about \$41,000. Our assessed value has gone from \$7.4 billion to \$7.7 billion, an increase of over 4 percent. J. Herndon stated the City Council meeting went well. J. Herndon said B. Swanay did a wonderful job discussing the purchase of the west branch and the renovation of the branch. J. Herndon also stated we may reimburse ourselves through the bond issue for some other expenditures such as equipment and technology that we have incurred this year. Resolution 4-2018 is establishing the maximum amount of \$1,425,000. The final bond resolution will be brought to the board next month. The first payment will be next July and the last payment will be no later than January 15 of 2022. In reality the duration will be much shorter. The point of the bond, besides giving us revenue to complete the branch, is that it also manages the tax levy so we don't have a dip before we are ready to bring forward the larger project of the current facility. In some ways it will manage the tax rate. There will be some notices that are included in the board packet, a notice of additional appropriation and a notice of a determination. Both notices are required by statute. At the next board meeting, the board will also be asked to consider and hold a hearing on the additional appropriation of the bond proceeds for this project. After that, D. Kramer and Umbaugh will work to publically sell the bonds. There will be a notice in the newspaper. Any bank or underwriter who would like to put in a bid for the bonds can do so. Then, Umbaugh will make a recommendation to the library as to what is the best financial deal. There will be two components: interest rates and fee. R. Puthran asked how we know that the levy does not fall. J. Herndon stated that D. Kramer and B. Swanay are putting together the budget and maxing out assumptions to make sure that the levy stays high enough. In December, we will have sold the bonds. At that point, D. Kramer and B. Swanay will get the 1782 notice from the Department of Local Government Finance. That will be the chance to review actual AV and actual line items. There are several tools that can be used to keep the tax rate level. D. Kramer stated between our debt service and the general fund, which can also pay debt service, we can make certain the levy stays the same.

J. Hehner moved approval of Resolution 4-2018, seconded by J. Garretson, and the motion carried. J. Herndon abstained.

Personnel & Policy: B. Swanay explained Resolution 3-2018: Commitment to Join Indiana State Library Consortium for Public Library Internet Access for the Funding Year 2019.

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

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B. Swanay stated the Investment Policy and the Fund Balance Policy were included in the board packet last month. There were no questions.

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

J. Hehner moved approval of the Fund Balance Policy, seconded by J. Herndon, and the motion carried.

Strategic Planning: C. Walker said that as far as the Strategic Plan, our attention has been mostly focused on the three major initiatives: the west branch, remodeling of this building, and some staffing needs. Recently, the managers revisited the original Strategic Plan to make sure there were no areas that were being overlooked. The managers decided there were five items that are still deserving of being priority items. A couple items relate to interactions with the appointing authorities and interactions with local government agencies. Those relationships are good, but we do not want to lose sight of continuing to nurture those relationships moving forward. The third item is to continue to find ways of leveraging opportunities to partner with other organizations to offer programs on a larger scale. For example, in September CCPL will be working with Carmel Clay Schools on a series of programs related to digital citizenship week. Because the library offers an extensive slate of programs, we are continuing to look at ways that we can help patrons identify the programs that meet their needs and interests. Staff will be asked to think about situations where they would like to be able to better help patrons at a particular time and place. These are some additional priorities we will continue to evaluate as well as stay focused on the three large initiatives.

**TRUSTEE LIASON REPORTS**

Foundation: L. Hamilton provided a written Foundation Report.

Friends: No Report

Legislative: No Report

Telecommunications: J. Garretson stated there had been a quarterly meeting. J. Garretson stated the schools were particularly upset, as were the residents of City Center, with the customer service of all companies, but Spectrum in particular. There was a 36 hour outage that was not the fault of any of the four companies but of a separate utility vendor. The attempts by the schools to get response was lacking. The representative for Spectrum, or Charter, went to great lengths to explain that they will improve their customer service. The next day, the Star reported six people had been fired from Spectrum from customer service. There is a continued decline of cable customers as more people are going to streaming. The decline of cable customers affects the city financially because the city collects a 5 percent fee on the basic services. The city objected to cable companies putting antennas on telephone poles. Those are there for 5G which will allow people to stream on their phones. 5G will be available soon. AT&T is stressing Direct TV rather than U-verse so they won't have to replace the fiber optic.

**DIRECTOR'S REPORT**

B. Swanay stated we are still in the process of selecting the architectural partner for the main library project. We had interviews with strong candidates and are in the process of negotiating a proposal with a firm. Hopefully the firm will be selected by next month. B. Swanay commended P. Konshak on his leadership role with the branch. There have been some exciting developments that have come from some of the meetings. In August, a public forum was held. One of the thoughts was that perhaps there is no need for a café in the branch. Someone pointed out that it would sacrifice space when there are other eateries located nearby. Another development is that the designers thought a drive-up book return would work in the branch. The designers reached out to the Village of West Clay for permission to pursue a drive-up option. Consideration is being given to enclosing the patio so it can be used more. A preliminary design should be available soon. J. Herndon asked B. Swanay to request an estimate of the costs to help with the bond issue size. If we can use all of the general obligations bonds for this project and not have a café, then maybe we can do it tax exempt. B. Swanay stated there have been interviews for the Assistant Director position. B. Swanay anticipates another round of interviews. He will report more next month. L. Dick explained the OverDrive selection process based on cost and holds. L. Dick also explained some aspects of Hoopla.

J. Hehner moved to receive the Director's Report, seconded by J. Herndon, and the motion carried.

**OLD BUSINESS**

There was no old business discussed.

**NEW BUSINESS**

There was no new business discussed.

**ADJOURN**

Ranj Puthran adjourned the meeting at 6:29pm.

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Ranj Puthran, President  
Board of Trustees

/jrm