

**Carmel Clay Public Library
Minutes of Board of Trustees Meeting
July 22, 2019**

**Board Room
5:30 pm**

Present: President Jim Hehner; Vice President Jim Garretson; Secretary Patti Napier; Treasurer Dan Kramer; Members Ranj Puthran, Johns Williams; Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Facilities Supervisor Fred Sheats; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Members Stephanie Kim, Casey Wilson

CALL TO ORDER/WELCOME

President J. Hehner called the meeting to order at 6:15 pm. All in attendance were welcomed.

AGENDA

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

PRELIMINARY DETERMINATION HEARING MINUTES ARE ATTACHED

MINUTES

R. Puthran moved approval of the minutes of the June 17, 2019 meeting as amended, seconded by P. Napier, and the motion carried. The revised minutes should state Vice President J. Hehner adjourned the meeting, instead of President R. Puthran adjourned the meeting.

TREASURER'S REPORT

June Financial Report: Treasurer D. Kramer presented the June Financial Report. The property taxes came in at 52 percent. The budget estimate is shown as if there were no property cap impact. When we get December's draw, we can see what we lost to property tax caps. The legal services expenses are high this year. The fees this month were for getting that type of construction management through the legislation this year as well reviewing contracts for the construction manager. Overall the operating expenditures are at 40 percent, but they could have been as high as 50 percent. The lease rental fund and 2018 bond fund both had activity because of debt service payments. B. Swanay suggested meeting with the new board members before the August board meeting at 5:00 p.m. to review the funds.

R. Puthran moved to receive the June Financial Report, seconded by J. Garretson, and the motion carried.

July Bills List: Treasurer D. Kramer presented the July Bills list, noting the Geese Wranglers expense for removing a goose. D. Kramer also noted the two debt service payments. Lastly, there was discussion regarding the new security cameras that are being installed.

J. Garretson moved approval of the July Bills List, seconded by R. Puthran, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: B. Swanay stated F. Sheats will regularly attend the board meetings. F. Sheats reported the fence surrounding the retention pond needs repair. He showed a picture of the damage. B. Swanay stated they are working with Engledow to try to resolve the issue. F. Sheats stated there is an

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issue with the brick that was damaged and is in the process of being repaired. There was an overflow leak from a cooling unit that is also being fixed. B. Swanay stated F. Sheats is working with Clean Team, and the building seems cleaner. In addition, Clean Team is helping with the setting up and tearing down of the Program Room.

Finance Committee: The announced growth quotient is 3.5 percent. If we were not going for a binding review of our budget, we would have had the ability to increase our budget by \$358,000 in 2020.

Personnel & Policy: No report.

Strategic Planning: C. Walker referred to a document included in the board packet that provides a recap of what was accomplished with our 2017 to 2019 Strategic Plan. C. Walker stated that three-quarters of the action items in the plan have been completed or are in progress. It is worth noting that in 2016 when the plan was developed, we were thinking about exploring the idea of a branch and about modifying space and furnishings in the building to be more efficient. Those are two areas where there has been more progress than anticipated in 2016. In light of that it is also significant the amount of other things that were also accomplished. B. Swanay stated he has a proposal for a facilitated new strategic planning process which he distributed. The proposal is from Phil Anderson from Rethink Consulting Group. Phil would lead the staff, board, and community through a planning process. Part of the process would be to assemble a committee of community members to get a diverse mix of residents of Carmel to participate in the process. We have already begun taking names of patrons that have indicated they would be willing to participate. The board stated they supported the decision.

TRUSTEE LIASON REPORTS

Foundation: L. Hamilton included a written report. In addition, L. Hamilton stated the Friends will merge with the Foundation. Paperwork for the merger was presented to the Friends. The process will begin as soon as the paperwork is signed. L. Hamilton stated the Foundation secured a seven figure gift. L. Hamilton stated she and Bob thought if a seven figure gift could be secured, the donor could have the option for naming rights of the west branch. There was discussion regarding the option for naming rights. J. Garretson suggested that the final decision should be a board decision based on recommendations from the director and the Foundation. J. Hehner suggested putting the item on the agenda for August. J. Garretson recommended consulting council so that the board would have the right to take the name off the building and retain the donation if the donor did something that would reflect poorly on the library. L. Hamilton will talk to Jane Herndon regarding methods to protect ourselves. L. Hamilton will provide this information to the board next month.

Friends: No report.

Legislative: No report.

Telecommunications: No report.

DIRECTOR'S REPORT

B. Swanay stated there was nothing to add to his written Director's Report. J. Garretson asked about the search for the Assistant Director. B. Swanay stated he has a candidate that is promising. B. Swanay will have more to report at the next board meeting.

R. Puthran moved to receive the July 22, 2019 Director's Report, seconded by P. Napier, and the motion carried.

OLD BUSINESS

NEW BUSINESS

B. Swanay, J. Hehner, K. Huse and Jane Herndon are meeting with the school to talk about a resolution regarding the property issue. It is possible that the deed was written incorrectly. Also, B. Swanay, Kevin Huse, and J. Hehner will meet with the Mayor and two members of the City Council, Jeff Worrell and Laura Campbell on July 30th.

ADJOURN

President J. Hehner adjourned the meeting at 6:52 pm.

Patti Napier, Secretary
Board of Trustees

/jrm