

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
November 21, 2016**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Secretary Patti Napier; Members Jane Herndon, Jack Stafford, Bill Wiebenga; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz

Absent: Member Jim Garretson; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Guest: Al Patterson

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 5:31 p.m. All in attendance were welcomed. The Board members commended N. Newport on her job serving as Interim Director.

**AGENDA**

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

**MINUTES**

B. Wiebenga moved approval of the minutes of the October 24, 2016 meeting, seconded by J. Stafford, and the motion carried.

**AL PATTERSON DIRECTOR OF PARKS AND RECREATION FOR HAMILTON COUNTY - COXHALL GARDEN INITIATIVE**

Al Patterson presented a proposal for CCPL to partner with Hamilton County Parks for library space at the conservatory at Coxhall Gardens.

**TREASURER'S REPORT**

October Financial Report: D. Kramer presented the Financial Report and mentioned that in the Operating Fund Receipts and Expenses there was \$16,277 total in the interest earnings line. D. Kramer clarified that \$14,200 of that total was from a CD maturing. The CD was purchased in April of 2016. The January Finance Committee report will prorate that to see what had already been assessed to 2015 and what the portion would be for 2016. Because J. Garretson was absent, D. Kramer will wait to provide follow-ups to questions from J. Garretson. The other overages were for legal services and furniture for the Digital Media Lab. The bottom line on expenses is 67.66% so we are in good shape to finish the year.

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

D. Kramer presented the Bills List mentioning funds balances remain healthy. This will be the last report of the year where expenses outpace receipts. Excise tax and property tax disbursement is \$435,000 in operating and \$237,000 for the lease rental fund. In December we will get the second installment for a total of almost \$3,000,000. There is a CDW Government amount of \$7,178 that was a split invoice that was not recognized as an encumbrance. The report was updated.

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November Bills List: D. Kramer stated the line 6410 has more line items due to the Technology Department's end of the year spending. An Ingram expense for \$36,000 is about one third higher than a regular month due to end of the year purchasing.

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

**COMMITTEE REPORTS**

Building & Grounds: N. Newport stated there was a roof leak, but AAA Roofing repaired it today.

Finance: D. Kramer informed Board members they are required to watch the Internal Controls video before the next Board meeting and sign the form to confirm their viewing. The website information was handed out.

P. Napier left for a meeting.

Personnel & Policy: B. Wiebenga said the committee recommends a 3% increase for the salary pool next year.

J. Herndon moved approval of pool for salary increase, seconded by J. Stafford, and the motion carried.

B. Wiebenga stated there was no need to make a complete adjustment in the salary chart. Most of the staff can receive a 3% increase without going over the maximum range. The only adjustment is in the range of level 9 positions.

B. Wiebenga moved to adjust the salary schedule just for level 9 only to accommodate the increase pool, seconded by J. Hehner, and the motion carried. J. Herndon abstained from the vote.

B. Wiebenga stated the committee followed up with the matter raised by J. Garretson about library contributions to retirement funds. B. Wiebenga stated CCPL contributes 14.2% of employees' base salary each year to PERF. This is, however, limited to eligible full time employees. The Library is not currently doing anything for regular part time staff. Like full time staff, part time staff have the option of contributing to Hoosier Start, but that currently would occur without any matching contribution. After the committee discussed the matter, the consensus was that 14.2% was a positive contribution to staff retirement. In addition, the amount was in line with other libraries. There was concern, however, about part time staff. CCPL could differentiate the policy with respect to full time staff and part time staff as far as Hoosier Start is concerned. It will require some complicated resolutions, but the committee is looking for a way to be able to contribute something to the retirement of part time staff without increasing what is being done for full time staff. B. Wiebenga welcomed comments. J. Herndon asked if part time staff requested a match of any kind to Hoosier Start. C. Wenz stated employees are told upfront that there is no match. J. Herndon voiced a concern about making sure an adjustment such as

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this would be within the budget in the future. At this point the library could incur this expense, but the budget may not always be as good as it is currently. With a match, more employees may make contributions which could increase the amount the library would have to pay. J. Herndon stated we would want to have some idea as to what kind of expense we are talking about. B. Wiebenga stated the library could also control the size of the match. The goal is to create some measure of equity with due concern for their retirement due to the number of part time staff we rely upon. B. Wiebenga said it would be less than what is being contributed to full time staff. This would give part time employees incentive to contribute to their retirement. The only purpose for feedback is due to the complex formal resolutions. There is no point in going that far if there is no interest in proceeding further. To proceed, an amount would have to be decided upon and specific perimeters of employment. The Personnel and Policy Committee would formulate some recommendations to bring to the Board. J. Herndon asked if this would help attract employees. J. Stafford suggested finding out if there is any interest from the people who might contribute. B. Wiebenga stated in order to that, the library would have to be willing to follow through with the commitment. B. Wiebenga suggested soliciting the input of B. Swanay since the suggestion preceded his arrival to CCPL. C. Wenz stated the plan can be structured so that each year the Board can determine whether or not there will be a match. J. Hehner was concerned, however, that once a match has been given, staff would feel like they had a pay reduction if a match could not be made the following year. B. Wiebenga asked if this is a topic the Board would like the Personnel and Policy Committee to continue to investigate. J. Hehner suggested thinking about the possibility for a month and come back to decide whether or not to pursue the matter further. B. Swanay said he would be willing to look at what CCPL does for the part time staff because they are large component of the staff. B. Swanay could come back and offer his opinion to the committee at the next meeting. C. Wenz stated CCPL would be amongst the first to offer a match to part time employees. It was decided to refer the matter back to B. Swanay who has the Personnel and Policy Committee available to him for further consultation or discussion. If administration believes there is a reason to provide different benefits, the Board is more than willing to do that upon B. Swanay's recommendation.

Strategic Planning: C. Walker referred to a graph of the Strategic Plan the Steering Committee discussed last week. The plan is rooted in the innovative ideas that came up five years ago and has evolved as the library and technology has evolved. It is a plan with specific projects that were developed by staff members. The request of the Steering Committee is for Board members to look at the plan over the next month, and then review it at the December Board Meeting. There will be a narrative component added to the beginning of the Strategic Plan that goes into the background of the plan and the technology. The plan begins with the four strategic goals, includes research done during the summer including the survey responses, information from the west side focus group, community insight interviews, and sessions with staff and managers to determine objectives and actions. Pages ten and eleven have a timeline of when all the actions will begin.

**TRUSTEE LIAISON REPORTS**

Foundation: N. Newport reported L. Hamilton and her son are home and doing well after their surgeries. J. Stafford asked about an update from the Guided Leaf events.

Friends: No report.

Legislative: B. Wiebenga provided highlights of the last meeting. The State Library and the Historical Bureau are working on a plan by which the Historical Bureau will become part of the State Library. The position of ILF is that there is no objection. Legislative advocates stated the House will have a super majority of Republicans, 70 to 30. The Senate Republican majority will be 41 to 9, and all statewide races, including the Superintendent of Education, went to the Republicans. The Chairman of the Senate has also indicated his committee chair changes. Senator Jim Buck from Kokomo will chair the local government committee. The names of the transition team for Governor Elect Holcomb include some of the same people from Mitch Daniels' time. It was also noted there had been twelve referenda to increase the support for public schools on the ballot in Indiana. The only one that did not pass was the one for Gary schools. All the others passed. One of the policy priorities for the legislative committee is increased funding for Inspire and connectivity. The State Library and the ENA team identified an amount needed for connectivity by comparing the current status of connectivity with the ALA best practice standards. They identified the need for \$2,500,000 for the first year and \$3,000,000 for the second year. The Library Code Revision Committee will pause because ILF wants to finish the strategic planning before they proceed. B. Wiebenga provided the 2017 key legislative issues of the chamber. They are big on the infrastructure piece. They also want fiscally responsible expansion of publically funded preschool initiatives from children of low income families. They also support suitable testing for students and accountability measures for all involved in the education process. They support a statewide water policy for clean water supplies. They support a comprehensive approach to decreasing the state's smoking rate. As far as labor relations, they support a work sharing program that will allow employers to maintain a skilled stable workforce during temporary economic downturns. B. Wiebenga will give members a copy of the document.

Telecommunications: No report

**DIRECTORS REPORT**

B. Swanay thanked the Board for the opportunity to serve as Director of CCPL. B. Swanay stated he has had some good meetings with staff. Part of the plan will be to continue the staff meetings and to be out in the library to work in the various departments. B. Swanay stated N. Newport had set up a lot of meetings for him and continues to be an excellent guide. After meeting with Mike Reuter, B. Swanay feels there is an opportunity for the Strategic Plan to align with developing a capital plan. The Strategic Plan references expanding out to the west side of the community. There are various ways that that can be done. There are other capital concerns that need to be looked at and put into a plan framework. The building had a roof leak this weekend, so a new roof may be imminent. B. Swanay stated he is excited about the Digital Media Lab. It showcases the library in a dynamic way that we are ready to provide new services, try new things, and go in different directions beyond the traditional library. He senses a good energy at the library and that staff is ready to take services to the next level.

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

#### **OLD BUSINESS**

There was no old business discussed.

#### **NEW BUSINESS**

J. Hehner and B. Swanay met with Ron Carter today. They will meet with the Mayor at his office on December 15. They will go to the City Council in January to give a State of the Library report. Ron Carter specifically asked for materials to be provided digitally only because of the Green Initiative. B. Wiebenga mentioned circulation was up for the Young Adult Department.

There was discussion regarding Coxhall Gardens. B. Wiebenga stated he thought Coxhall Gardens only needed an indication of intent. J. Hehner did not see traditional space to be operated like a library. For that to change, the cost would increase. B. Wiebenga stated the space looked small. J. Hehner stated he liked the synergy of people coming to the location for both events and the conservatory, but he thought there would be a space there that would look like a library. Al Patterson said the space could be changed or redeveloped based on needs, but that would increase costs. B. Swanay brought up the Strategic Plan and the language in the plan to provide services to the west side. He thinks we should approach it from that angle. What are our goals? What are we trying to accomplish with that? Can we accomplish that in that partnership? Al Patterson called it a plant library which is not what the Strategic Plan lays out. But could there be a special component of the collection in a branch situation that relates to the conservatory? B. Swanay mentioned needing some assurance of autonomy and the library services provided. He stated he was not sure about our staff maintaining the conservatory part. J. Herndon mentioned the statute that only allows for certain library purposes. We would have to get comfortable with that kind of conservatory space to see if it fits under the purposes that libraries are allowed to function. J. Herndon's impression was that Al Patterson would like the library to take on the economic responsibility that would limit the amount Coxhall Gardens would have to spend. J. Herndon did not see this to be a workable situation. B. Wiebenga stated there is no idea how that kind of facility will be received or supported by this community. In addition, it is not our area of expertise. J. Stafford said we should explore how we can satisfy the needs of our expansion on the west side and whether or not the Green Room could be incorporated into that. B. Wiebenga stated a research library is not in keeping with our purposes as a public library. We would have to figure out how far we could go to accommodate that while still basically trying to operate a branch or something like a branch in that facility. J. Stafford said he thought we could cooperate with the Master Gardeners of Hamilton County or something like that, but not a full-fledged research facility. J. Herndon suggested continuing to talk with them about the possibility. She said we need to get a feel from the people on the west side as to what they want, what the space looks like, and how much space we need. She went on to say that we need to have an idea of what that space looks like based on what the desires and needs are of the west side. J. Herndon also mentioned the problem of funding. If we used old Building Corporation money or used any new borrowing there are problems with taking tax exempt dollars and putting into things run by private users. This is another reason why we might want our own space. B. Wiebenga stated that the objectives

of Coxhall Gardens are not good objectives for the library to be partners in. J. Herndon stated that it is still worth continuing the conversation.

**ADJOURN**

President R. Puthran adjourned the meeting at 6:55p.m.

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Ranjit Puthran, President  
Board of Trustees

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