

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
October 28, 2019**

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

Present: : President Jim Hehner, Vice President Jim Garretson, Treasurer Dan Kramer, Secretary Patti Napier; Members Stephanie Kim, Ranj Puthran, John Williams, Casey Wilson; Assistant Director Beth Meyer; Managers Lisa Dick, Katherine Huddle, Peter Konshak, Christine Owens, Christy Walker; Facilities Supervisor Fred Sheats; Administrative Assistant Johnna Mishelow

Absent: Director Bob Swanay; Managers Jamie Beckman, Katherine Kersey, Mandy Lotarski, Cindy Wenz; Foundation Director Liz Hamilton

Guests: Jane Herndon, Kevin Huse, Dan King

**CALL TO ORDER/WELCOME**

President J. Hehner called the meeting to order at 5:33 p.m. All in attendance were welcomed.

**AGENDA**

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

**MINUTES**

J. Garretson moved approval of the minutes of the September 23, 2019 Board of Trustees meeting, 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 at 75 percent through the year with overall expenses at about 61 percent. The City Council approved our budget via binding review. On November 18, 2019, we will go before City Council for the approval of bonds. Bonds in the amount of \$3,000,000 will be issued before December, 2019. Interest rates will continue to be monitored through next year as we approach issuing more bonds for the expansion/renovation project. On the fund balances, D. Kramer noted the 2018 bond fund which is now being drawn on. This has not been expensed since last fall when the bonds were issued to reimburse the library for the branch.

R. Puthran moved to receive the September Financial Report, seconded by P. Napier, and the motion carried.

September Bills List: D. Kramer presented the September Bills List noting the consultants line, fund code 25 which is 2018 bond fund. Regarding the payment for the branch, our plan was to spend \$600,000 that we banked from refunding the issue in 2015. That money has been spent. Now we are moving to the bond proceeds of last fall which is what fund 25 is. D. Kramer stated Stenz Construcion is listed as fund 25. D. Kramer also mentioned that the library purchased a Ford Cargo Transit. F. Sheats stated the vehicle has the head height to make loading and unloading easier. A lift gate will be added, and signage will be put on the vehicle. The vehicle

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was purchased for transportation to and from the branch with holds and returns going both ways.

R. Puthran moved approval of the September Bills List, seconded by C. Wilson, and the motion carried.

**COMMITTEE REPORTS**

Building & Grounds: F. Sheats stated the building is being winterized. Some of the radiant heat stayed on all year last year. The valves have been manually closed. F. Sheats stated the roof leak extends from the the south to the north end of the building. The leak is caused by a roofing issue, a window sill issue, and the flashing. F. Sheats requested a solution that will last two years by going over the top of the existing material to last until the remodel.

Finance: Additional Appropriation Hearing and consideration of Resolution 12-2019, Appropriation Resolution: J. Herndon stated the notice was included in the local publications to advertise this public hearing, a hearing of the additional appropriation of the bond proceeds. Because the funds have not been part of a budget to date, when we receive them they have to be appropriated for the project. J. Hehner opened up the Additional Appropriate Public Hearing and consideration of the Appropriation Resolution 12-2019 at 6:00 p.m. The public was given the opportunity to ask questions. Hearing no questions, J. Hehner closed the hearing at 6:01 p.m.

R. Puthran moved to adopt Appropriation Resolution 12- 2019, Exhibit A, seconded by J. Garretson, and the motion carried unanimously.

D. Kramer stated there were four change orders related to branch construction. The change orders total \$30,000. Because it is an amendment to the contract, it does require board, or their designee, approval. The change orders are within budget. J. Garretson suggested that when we begin the renovation/expansion project, the board give B. Swanay authority up to a certain dollar amount to approve any change orders. Anything over that amount should have board approval prior to execution. J. Herndon suggested getting some guidance from the design contractor. They will be helpful in finding out what the right dollar amount should be. Also because this is being done as a construction manager as contractor, there is a good chance there won't be as many change orders. J. Herndon suggested B. Swanay and the administration work with the design contractor to come up with a policy between now and next summer. The owner's rep could also be involved in making the policy.

J. Williams moved to accept the change orders, seconded by P. Napier, and the motion carried.

Personnel & Policy: No report.

Strategic Plan: C. Walker stated under the current strategic plan one of the goals was to analyze staffing and make sure the staffing was in line with our strategic goals. To that end, we are working on hiring branch staff. C. Walker introduced K. Huddle as the branch manager. C. Walker stated that as far as the next strategic plan goes, Phil Anderson is working closely with community members and staff. B. Meyer stated we are at the end of the input sessions. The final one will be the staff session on October 31. The data will then be compiled and a plan will be formed. The plan should be ready by the end of November and to the state by the end of the year.

#### **TRUSTEE LIAISON REPORTS**

Foundation: L. Hamilton provided a Foundation Report. In addition, R. Puthran said he went to the Writers at the Pavilion and that it was fabulous. He commended everyone who helped with Writers at the Pavilion and the Guided Leaf Luncheon.

Friends: No report.

Legislative: No report.

Telecommunications: J. Garretson stated the commission made a recommendation to the City Council that they contact state legislators, the FCC, and Congress to ask for a pause in the installation of 5G towers until they were more certain they were not dangerous. At the last City Council meeting, a resolution was passed. Prior to that two people came in on behalf of the industry to say that there has been enough research, and they are not dangerous. In the end, it was a four to three vote to pass the resolution. J. Garretson stated the telecommunications commission is finished with the issue at this time.

#### **DIRECTORS REPORT**

B. Swanay provided a written report. J. Hehner expressed condolences to B. Swanay on behalf of the board. B. Meyer stated we are moving forward with the rebranding. In addition, B. Meyer stated they went through the process of hiring an owner's rep. J. Garretson stated that five companies were interviewed for the owner's rep. J. Garretson stated the feeling was that any of the five companies could do the job. It was decided to use Veridus Group. J. Garretson stated Veridus was very well prepared.

S. Kim moved to accept the Directors Report, seconded by J. Williams, and the motion carried.

**OLD BUSINESS**

J. Williams stated that last month the issue of flagging certain searches on the internet was discussed. P. Konshak said the filtering solution we use does not do anything in real time. They do not have the capability to alert someone when something is happening. There is no system in place to do anything like that. P. Konshak said we are customers of Education Networks of America, ENA. They support all Indiana libraries. ENA filters the internet for us as it passes through their network. We have two different levels of filtering of this time. Children's area internet computers have slightly more restricted filtering which is part of our internet use policy. It is a product that works across their whole network. It is not a specific product that can be bought. B. Meyer stated the American Library Association has a Bill of Rights and guidelines to address privacy issues. B. Meyer stated we side on privacy over protection. We do not act in loco parentis since we are a public library. J. Williams stated there is technology available that allows for the flagging of certain searches. P. Konshak stated that internet use at the library is more anonymous since a log in is not required. J. Williams said he would call Christy Cloud, the Director of Technology of the school corporation to find out what system they use and what kinds of words they use in the filtering. B. Meyer stated she is happy to investigate this in more thoroughly, but in the school setting there are counselors. B. Meyer stated even if we were able to access this information and it was the same cost, there would not be anyone on staff who could address the situation, which is another added complexity that would need to be addressed. B. Meyer stated the issue goes against the ALA Bill of Rights which we do support. C. Wilson stated the computers at her son's schools are connected to the users. J. Hehner suggested that J. Williams finds out what the school does, and B. Meyer to look at the ALA Bill of Rights. J. Hehner stated that last month we already adopted to adhere to the Internet Use Policy.

K. Huse says the first numbers of the main library expansion project are coming in. The goal at this point is to reconcile that to what we believe the budget should be. A report should be ready by Monday to give to the steering committee.

J. Herndon stated a draft of an agreement between the school and the library has been prepared regarding the easement issue. It should be sent to the school's attorney sometime by the end of the week. Right now it is an easement, so it would leave the title in the library's name, but it would give both entities easement over these different strips of land.

**NEW BUSINESS**

No new business was discussed.

**ADJOURN**

President J. Hehner adjourned the meeting at 6:37 p.m.

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Patti Napier, Secretary  
Board of Trustees  
/jrm