

**Carmel Clay Public Library
Board of Trustees Meeting
April 23, 2018**

**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; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Jamie Beckman, Lisa Dick, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Manager Elizabeth Essink

Guest: Lorena Lane from the Digital Media Lab

CALL TO ORDER/WELCOME

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

AGENDA

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

The Board presented staff with cupcakes in honor of National Library Workers Week.

P. Konshak passed out a quarterly report. He highlighted a couple of the statistics. For the first three months of 2018 there has been growth at the DML. The door count has continued to increase. There has been continually high use of the Whisper Room. The Whisper Room is primarily used for recording music and podcasts. Computer use is up about 17 percent. Lorena Lane shared many anecdotes of how patrons are using the DML. L. Lane stated that since the DML has been opened for over a year, there are more opportunities to respond to patron feedback. One such event was the Photography month at the DML. It was a themed month with programming built around the themes. The 3-D Printing Mini-Expo was also a successful program. Ivy Tech Digital Technology program was a partner for this event. Many patrons develop prototypes with the 3-D printer. L. Lane stated they have hung advertisement in other businesses to promote programs. The next big event is Carmel in Bloom, in honor of national photography month in May. Roberts Camera donated two gift cards for the prizes.

MINUTES

J. Garretson moved approval of the minutes of the March 26, 2018 meeting, seconded by J. Herndon, and the motion carried.

TREASURER'S REPORT

March Financial Report: D. Kramer stated we are 25 percent through the year. D. Kramer stated the total revenue line will increase in May and June as we get our property tax receipts. In terms of expenses, the Consultants line at 81 percent refers to MSR expenses. The bottom line for expenses is 20 percent of our appropriations. Nothing to report in terms of changes in balances. On encumbrances, D. Kramer pointed out Presidio Networks Solution and Irish Mechanical.

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They were encumbered but they did not show up on last month's encumbered report. We have already liquidated 75 percent of our encumbrances.

J. Hehner moved to receive the March Financial Report, seconded by J. Stafford, and the motion carried.

April Bills List: D. Kramer presented the Bills List pointing out GL Code 6315 to Chicago Title. This expense is the earnest money for the offer made on the possible west side branch building. Another large expense was to SirsiDynix for \$75,000. It is an annual fee.

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

B. Swanay stated the draft of a fund balance policy is in progress. He will bring this to the next board meeting.

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: D. Kramer referred to a document in the packet from the Hamilton County Auditor's Office. It shows what our Circuit Breaker impact will be this year. We will be impacted by \$56,000 less dollars this year from Circuit Breaker than we were last year. Lastly, J. Herndon referred to a Reimbursement Resolution included in the packet. She stated if we do not issue some bonds by the end of 2018, we will have a potential drop in the tax rate. It is possible that we could borrow the cost associated with the purchase of real estate, and any improvement that might be needed to the real estate, and possible reimburse the library for some things like equipment and technology purchased. The resolution is needed for federal tax purposes. Before we make expenditures out of our own money, a resolution needs to be adopted stating we are reserving our ability to get reimbursed out of bond proceeds if that is what we choose. It does not obligate us to issue bonds, to reimburse ourselves, or to do any project. It simply reserves the ability for us to reimburse ourselves if we choose to.

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

J. Herndon stated they did a quick calculation to determine the amount of money needed to have a high enough levy for next year to keep the rate up.

Nominating: J. Hehner moved that R. Puthran, J. Hehner, and J. Stafford will make up the Nominating Committee. Seconded by J. Herndon, and the motion carried.

Nominations are needed by May for voting, and the terms will begin with the July meeting of the Board.

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Personnel & Policy: P. Napier noted a desired change to combine the AV services supervisory position with the Reference Department, eventually to be renamed Adult Services. This would begin the merge of the Reference and AV departments. The AV collection will move upstairs. The position will be an Assistant Manager when the merge occurs during the space allocation.

J. Herndon moved approval of the AV Services Supervisor position, seconded by J. Hehner, and the motion carried.

Strategic Planning: C. Walker stated the sessions with MSR went well. There were two sessions with staff, a small leadership group, and then the evening public forum. There were about 76 attendees at the public forum. Reactions surveys were done with both groups. C. Walker is currently tabulating the results, but stated that overall the reactions were overwhelming positive.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton had no additional information to add to her written Foundation Report.

Friends: The Book Sale will be this weekend, April 27-29.

Legislative: There was no Legislative Report.

Telecommunications: No report.

DIRECTORS REPORT

Bob Swanay gave an update on the potential branch location. An offer has been made. We are inside of our 30 day window for inspections to be completed. The window ends on Tuesday, May 8. The inspections are happening now. Ideally the inspections should be complete by May 1 or 2. The inspection is being done by EFI Global. They are doing a property condition assessment. The inspection will include the following assessments: site development, building structure (exterior and interior), the mechanical system, the electrical system, the plumbing system, the conveyance system, life safety, fire protection, and ADA compliance. After we get the inspection report, we should have about a week to make any adjustments to the offer. The offer stipulates we have the right to withdraw our offer for any reason that we deem fit based on the inspection. An appraisal will also be done by John Compton. He should have his report finished this week. B. Swanay stated he has had discussion with people from the school corporation regarding the board appointment. Layla Spanenberg requested the board appointment discussion be on the April agenda, which is tonight. The confirmation will be on the May agenda. B. Swanay will attend the school board meeting this evening. J. Herndon stated the County Council wants information about the next board member recommendation far in advance. J. Herndon's fourth term ends at the end of December.

J. Herndon commended B. Swanay on his presentation at the public forum. J. Stafford commended the increase of postings on Facebook about the library. L. Dick stated the Facebook postings about programming has increased the number of attendees in CYS.

J. Garretson moved to accept the Directors Report, seconded by J. Hehner, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business.

ADJOURN

President R. Puthran adjourned the meeting at 6:22 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm