

**Carmel Clay Public Library
Board of Trustees Meeting
May 23, 2016**

**Board Room
5:00 p.m.**

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

Absent: Foundation Director Liz Hamilton; Manager Peter Konshak

Guest: Financial Consultant Mike Reuter

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:01 p.m. All in attendance were welcomed, including guest Mike Reuter.

AGENDA

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

FINANCIAL CONSULTANT MIKE REUTER – FISCAL PLAN

Following Mr. Reuter's presentation of the Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

J. Garretson suggested in light of our balances, the library should not request money from the township that they give to non-profit groups. Last year the Foundation was given \$20,000 for Summer Challenge. J. Garretson stated the money we get takes away money that could be given to other non-profit groups that have no tax revenue. The challenge with this is that it affects the Foundation. The other challenge is that we have no control of to whom the money goes. It was decided further discussion is needed with the Foundation.

MINUTES

J. Stafford moved approval of the minutes of the April 25, 2016 Board of Trustees Meeting, seconded by B. Wiebenga, and the motion carried.

J. Garretson moved approval of the minutes of the April 25, 2016 Executive Session, seconded by J. Hehner, and the motion carried.

J. Stafford moved approval of the minutes of the May 17, 2016 Executive Session, seconded by J. Hehner, and the motion carried.

B. Wiebenga moved approval of the minutes of the May 17, 2016 Board of Trustees Meeting, seconded by J. Stafford, and the motion carried.

TREASURER'S REPORT

April Financial Report: D. Kramer referred to the Operating Fund Receipts and Expenses stating for the month of April the interest earnings line #4240 in the amount of \$19,291 was from a one year CD that matured. The figure is misleading, however, because part of the total should be attributed to last year. The bar for this month is 33%; we are at 26.24% of the budget. The Rainy Day Fund increased by \$1,763,000 which is the extraordinary COIT distribution. D. Kramer stated that it was decided to put that money in a six month CD. The six month CD will produce another \$9,000. D. Kramer explained that the Operating Fund is in a deficit position, spending vs. receipts, January through April and July through October. In November and May we get a partial tax distribution which pushes us back into a positive position.

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

May Bills List: D. Kramer referred to the Umbaugh and Associates quarterly management fee of 0.1% of our balances. D. Kramer noted the registration fee for the Carmelfest Parade.

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

COMMITTEE REPORTS

Building & Grounds: N. Newport reported Engledow finished the landscape renovation for \$36,000 that was encumbered last year.

Finance: D. Kramer mentioned that work on the budget has begun. Mike Reuter will attend the preliminary budget hearing with the DLGF on July 19 or 20. D. Kramer also mentioned that money was stolen from petty cash and the circulation bags. The total amount was \$179. D. Kramer reimbursed the library because he is the Treasurer. Procedures have been modified to avoid this happening again. The Foundation also had money taken. They also changed their procedures to ensure this will not happen again.

Nominating: R. Puthran presented the proposed slate of officers for 2016 – 2017: President – Ranjit Puthran, Vice President – Jim Hehner, Secretary – Patti Napier, Treasurer – Dan Kramer.

J. Herndon moved to approve the slate of officers, seconded by J. Hehner, and the motion carried.

Personnel & Policy: CYS position: P. Napier reported R. Kilpatrick proposed a new position as a Children's and Youth Services Program Coordinator. R. Kilpatrick shared with the committee what the committee felt was adequate justification for this position as the volume of programs has doubled from 2006 – 2015 as well as the number of programs being offered. Increasing programming is part of the Strategic Plan, so in order to accomplish that this new position was proposed. The position will be a full time Level 7 position. The Personnel and Policy committee recommended that the Board approve this new position.

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

Policy Manual Revision 3.4.5: B. Wiebenga stated this is a follow-up of what was discussed at the last Board Meeting. This revision authorizes payment to be made by the library to pay for annual memberships for full time and part time employees in grade level 7 – 10. P. Napier pointed out that there is an exception clause that will allow approval of other employees when deemed appropriate.

J. Hehner moved to accept the Policy Manual revisions, seconded by J. Herndon, and the motion carried.

Strategic Planning: C. Walker stated the Strategic Plan is moving forward. She referred to a chart outlining the process and a proposed timeline. Next month C. Walker will have a second quarter written report about some of the activities that are underway.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: No report.

Legislative: No report.

Telecommunications: J. Garretson stated Brighthouse and Time Warner are being bought by Charter Communications out of Connecticut. J. Garretson noted that more people are finding a variety of ways to get their entertainment and information such as through streaming, satellite, direct, and high speed data. Over the last two to three years, Brighthouse experienced a decline of about 2 percent per year in people subscribing to cable, but they experienced an increase in high speed data. J. Garretson mentioned older customers who do not want multiple sources, but want one bill, are the customers still subscribing to cable. J. Garretson stated because programming money for PEG, specifically the government channel, is minimal, the Telecommunication Commission hopes the Council will commit to 40 percent of their revenue to go to the government station since the school funds its own programming. This commitment would amount to about \$280,000 per year. While Omni can produce in high definition, neither the government channel nor the school can send out in HD. AT&T puts information on a menu. As long as it remains on that menu pull down on Channel 99, it will never be HD. The problem is that HD can be produced, but the carriers have to have the equipment to send it out. J. Garretson stated if we can go to HD, the school would have to put more money into equipment. At this point it does not make sense to do that until the carriers agree to spend the money necessary to send the signal out. If they do that, they cannot put us on the pull down menu. They will have to dedicate channels to the school and the government in order to produce HD. Since many people rarely get to channel 99 it would behoove the carriers if there was a designated channel that was HD. Jim Lavadiere, a new member who was appointed by the Council, is in the process finding ways to promote the government channel.

INTERIM DIRECTORS REPORT

N. Newport stated a picture of CCPL P. Konshak had entered into a SirsiDynix photo contest won both the Sirsi vote and the popular vote. The photo will be the background for Blue Cloud, their new service.

J. Hehner moved to accept the Interim Directors 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

President R. Puthran adjourned the meeting at 6:34 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm