

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 16, 2019**

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

Present: President Jim Hehner, Vice President Jim Garretson, Treasurer Dan Kramer, Secretary Patti Napier; Members Ranj Puthran, John Williams, Casey Wilson; Director Bob Swanay; Assistant Director Beth Meyer; Managers Jamie Beckman, Lisa Dick, Peter Konshak, Mandy Lotarski, Christine Owens, Christy Walker, Cindy Wenz; Facilities Supervisor Fred Sheats; Administrative Assistant Johnna Mishelow

Absent: Stephanie Kim; Managers Katherine Huddle, Katherine Kersey; Foundation Director Liz Hamilton

Guests: Kevin Huse, Marc Griffith, Antone Sgro, Tim Jensen, Phil Anderson

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:28 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Garretson moved approval of the minutes of the November 25, 2019 meeting, seconded by J. Williams, and the motion carried.

TREASURER'S REPORT

November Financial Report: D. Kramer stated we are 92 percent through the year. D. Kramer said we received our first winter disbursement of property and excise taxes. There were \$131,000 in interest earnings, \$110,000 of which comes from two CDs that matured in November. The operating fund balance of \$12,206,000 is \$900,000 more than last month due to property taxes and interest earnings. D. Kramer stated we made some payments on Lyngsoe, the materials handling system at the branch, with encumbered funds. D. Kramer will provide an estimated budget of running the branch for a year.

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

December Bills List: D. Kramer pointed out various 2018 bond fund expenditures on equipment for the branch. These include the Lyngsoe system and computer equipment. D. Kramer stated he would begin coding branch expenses. D. Kramer will do a separate report for internal purposes. D. Kramer will email the branch budget to the board.

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

K. Huse stated that we are at a milestone in the project, the end of schematic design. The budget has been established at \$32,000,000 construction and total \$40,000,000 in project cost.

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The design and development phase will begin at the start of the new year. Marc Griffith stated they are still working on finding a temporary location for the library.

COMMITTEE REPORTS

Building & Grounds: F. Sheats stated the focus is on the branch at this time. In addition, a new entrance gate arm will be installed the first of the year. The custodial contract is currently being reviewed.

Finance: D. Kramer presented Resolution 13-2019, Adoption of Encumbrances and Transfers. While no numbers are available at this time, this resolution allows bills that will be paid next year to come out of this year's budget. The resolution also allows the transfer of money between line items. In addition, D. Kramer referred to an official final bond statement included in the board packet and a letter from Baker and Tilly summarizing the sale.

R. Puthran moved approval of Resolution 13-2019, Adoption of Encumbrances and Transfers, seconded by J. Garretson, and the motion carried.

Personnel & Policy: 2019 Personnel Changes were included in the packet. In January, the security team and a personnel change will be addressed. More information will be forthcoming.

Strategic Planning: Phil Anderson referred to the Strategic Plan that was included in the board packet. Phil Anderson reviewed the Strategic Plan and the process used to complete it.

R. Puthran moved to adopt the Strategic Plan, seconded by C. Wilson, and the motion carried.

B. Swanay thanked Phil Anderson for his work on the Strategic Plan.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report included in the board packet. J. Hehner stated Giving Tuesday generated \$40,000 which was the best Giving Tuesday so far. J. Hehner congratulated the Foundation for this accomplishment.

Friends: No Report.

Legislative: No report. B. Meyer will take an increased role in the legislative activities of libraries.

Telecommunications: No report.

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DIRECTORS REPORT

B. Swanay thanked the board for an exciting year, Fred for his first year, all the managers for their assistance with the branch, particularly P. Konshak for his oversight of the branch. In addition, he thanked L. Dick for the collection development for the branch.

R. Puthran moved to accept the Director's Report, seconded by J. Garretson, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

State Library rules prohibit a board member from voting by phone.

ADJOURN

President R. Puthran adjourned the meeting at 6:16 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm