

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
September 25, 2017**

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

Present: President Ranj Puthran, Treasurer Dan Kramer, Secretary Patti Napier; Members Jim Garretson, Jane Herndon, Jack Stafford, Bill Wiebenga; Director Bob Swanay; Assistant Director Nancy Newport; Managers Lisa Dick, Katherine Kersey, Peter Konshak, Christine Owens; Interim Managers Jamie Beckman, Elizabeth Essink; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Guest: Financial Consultant Mike Reuter

Absent: Vice President Jim Hehner; Managers Beth Jenneman, Christy Walker, Cindy Wenz

**CALL TO ORDER/WELCOME**

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

**AGENDA**

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

**FINANCIAL CONSULTANT MIKE REUTER – 2018 FISCAL PLAN**

Following M. Reuter's presentation of the 2018 Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

**MINUTES**

J. Garretson moved approval of the minutes of the August 28, 2017 meeting, seconded by J. Stafford and the motion carried.

**TREASURER'S REPORT**

August Financial Report: Treasurer D. Kramer presented the Financial Report noting that we are 67 percent of the way through the year. As far as expenditures categories go, we are below that percent in every category. Overall, we have spent 53 percent of our projected budget. In the equipment line under Capital Outlays is the UPS system. In terms of balances, we spend about \$150,000 more in operating fund than we received which is typical unless it is a tax collection month. On the encumbrances, \$47,000,000 was liquidated which is the UPS system. The entire encumbrance was liquidated once the UPS system was purchased.

J. Stafford moved to receive the August Financial Report, seconded by B. Wiebenga, and the motion carried.

September Bills List: D. Kramer presented the September noting on 6313 there is an MSR expense that is for the architectural firm. On page 2 under the 6361 code there is a \$10,000

expense to Engledow for remediation. Work was done on the south entrance and south driveway entrance.

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

### **COMMITTEE REPORTS**

Building & Grounds: N. Newport stated that a contract to redo some of the blinds in the public areas has been signed because the chains and internal mechanisms keep breaking. In addition, privacy film was added to a couple of door windows.

Finance: Nothing to report.

Personnel & Policy: B. Wiebenga said next month at the board meeting Julie Bingham, the salary consultant, will be there. The board will need to act on the recommendations for change in the salary structure. For that to happen, we should have the updated information from the Human Resources office regarding not only the cost of bringing everyone up to the base level, but also the cost of distributing among the levels in a pattern similar to the current distribution. P. Napier presented the Internet Use Policy noting that no changes were made from last year. The policy simply needs to be reaffirmed every year.

### Resolution 4-2017 – Internet Policy Review

J. Herndon moved approval of the Resolution, seconded by J. Stafford, and the motion carried.

### Personnel Changes:

A report reviewing personnel changes was included in the packet. In addition, a document to be used as a tool for recruiting new board members was also included in the packet.

Strategic Plan: C. Walker included a third quarter update in the Board packet. J. Stafford suggested that the Speakers Bureau provide information regarding the space planning to the public.

### **TRUSTEE LIAISON REPORTS**

Foundation: L. Hamilton provided a Foundation Report included in the Board packet. She had no further information to add.

Friends: P. Napier reported there were Friends Book Sale yard signs for anyone to take to help promote the upcoming book sale. P. Napier stated that the last Friends meeting was heated

**Minutes of the Board of Trustees Meeting  
September 25, 2017  
Page 3**

due to the price increase for books sold at the Friends Book Store. Some Friends members were in favor of the recent price increase, while other Friends members were not. Because so many donated books were given to Goodwill due to the backlog of getting the books to the shelves in time, a review of the process will be done. Often times the current way of processing is hindering getting the books out to sell.

Legislative: B. Wiebenga stated that the hand-picked candidate of Senator Kenley did not get the position. It went to a former committee chair person.

Telecommunications: J. Garretson referenced the problem of MetroNet vendors cutting into gas lines. The problem is who should be penalized for the mistake. Should AT&T be penalized for something a vendor did or should the vendor be penalized? The Utility Regulatory Commission is not happy with the way the current law is written. J. Garretson stated both Carmel and Fishers took action to stop the digging.

#### **DIRECTORS REPORT**

B. Swanay acknowledged the loss of Hope Baugh and the moment of silence in her honor prior to the start of the meeting. Jamie Beckman is the interim manager of Young Adult and Elizabeth Essink is the interim manager of CYS. Interviews are being conducted for the CYS manager. With regard to the space study, B. Swanay will email the slides provided by MSR. The staff will review the information and begin dissecting the collection in order to make decisions about the size of collections. B. Swanay will contact Mike Hollibaugh to find out more information regarding the roundabout at Main and 4<sup>TH</sup> Ave. B. Swanay suggested the library be present when the city makes these types of decisions. The next board meeting and the Community Forum will be held at Towne Meadow in October. The board meeting will begin at 5:00 p.m., and the Community Forum will begin at 6:30 p.m. B. Swanay will send invitations to some library patrons to attend the Community Forum. The Indiana Library Federation Conference is November 13 – 15. If anyone would like to attend, please let B. Swanay know as soon as possible.

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

#### **OLD BUSINESS**

#### **NEW BUSINESS**

Board of Trustees Meeting Dates for next year included in packet.

2018 Holidays and Closure Dates for next year included in packet.

**ADJOURN**

President R. Puthran adjourned the meeting at 6:45 p.m.

---

Patricia A. Napier, Secretary  
Board of Trustees

/jrm