

**Carmel Clay Public Library  
Minutes of Board of Trustees Meeting  
July 27, 2015**

**Board Room  
5:30 pm**

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; Foundation Director Liz Hamilton; Managers Hope Baugh, Lisa Dick, Renee' Kilpatrick, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Emily Westcott

Absent: Managers Beth Jenneman, Katherine Kersey, Peter Konshak

**CALL TO ORDER/WELCOME**

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

**AGENDA**

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

**MINUTES**

J. Stafford moved approval of the minutes of the June 22, 2015 meeting, seconded by P. Napier, and the motion carried.

**TREASURER'S REPORT**

June Financial Report: Treasurer D. Kramer presented the June Financial Report. He noted that property taxes are heavy during the month of June. Over 50% of funds have been received for all taxes. Totals associated with the funds will likely remain high until the end of 2015. He pointed out the lease rental fund balance is not associated with anything related to refunding of the bonds. The balance of over 1 million is connected to the Construction Fund, from which we can accumulate funds up to half of last year's payment. He mentioned the low percentage of interest earnings, which is due to the fact that earnings are not recorded until they are received. A portion of the encumbrances on capital outlays equipment balance has been received.

J. Garretson inquired about the loss of a portion of the county option tax. D. Kramer believes we lose about 1/3 of that estimate, but will clarify with financial consultant, Mike Reuter, during their August meeting.

B. Wiebenga asked about the presence of a timeframe under which we need to spend money received as a result of the refunding of the bonds. J. Herndon stated we do not owe rebate so we have anywhere between two and three years to spend that money. B. Wiebenga recommended the development of a formal plan of spending based on goals enumerated in the 5-Year Capital Plan and the Strategic Plan.

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

July Bills List: Treasurer D. Kramer presented the July Bills list, noting on page 1 former Director W. Phillips's severance salary; page 5 payment to SVK Consulting for help with accounting software consulting, which is now halfway paid for; page 5 payment to Alphagraphics for the installation of graphics on the *ccpl2go* vehicle, \$400 of which is being covered by the Foundation; page 6 payment to RJE for furniture recovering and reinforcing the bookcase canopies.

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J. Garretson inquired about the Gift Fund. D. Kramer explained it is a combination of Friends and Foundation monies, which are currently comingled but will be separated after the installation of the new accounting software. The Gift Fund does not include endowment totals.

J. Hehner moved approval of the July Bills List, seconded by B. Wiebenga, and the motion carried.

**COMMITTEE REPORTS**

Building & Grounds: N. Newport reported the removal of dead plants on the property. She is working with Engledow to replace dead and dying greenery.

Finance Committee: No report.

Personnel & Policy: No report.

Strategic Planning: C. Walker reported the successful completion of the first two *ccpl2go* events. N. Newport elaborated, referencing the 90+ check-outs made at the Touch-a-Truck event on July 22nd. The Kroger Fanfest event on July 23rd was also a great success, with 45 check-outs and around 92 visitors. She described upcoming *ccpl2go* events. C. Walker spoke about the Little Free Library video.

**TRUSTEE LIASON REPORTS**

Foundation: L. Hamilton provided updates on the Little Free Library sponsors, which now include Soho Cafe, SEP, and Clay Terrace. The Foundation is hosting an event for British author Susan Lewis on July 30th. The Foundation ice cream social in honor of Fred Binder is on August 13th.

The 11th annual Guided Leaf Book and Author Luncheon is on October 22nd. Save the dates were distributed. Six authors have committed. The author reveal party will be on August 12th. New this year to the Guided Leaf itinerary is the Writers at the Pavilion event, occurring on October 21st. The purpose of Writers at the Pavilion is to provide an option to individuals who may be unable to attend the Guided Leaf Luncheon. The Foundation is planning for a crowd of about 250.

The Wendy Phillips Endowment Fund balance is just under \$22,000. Donations are still being received. Endowment money will be used to host an annual library program in honor of Wendy.

Friends: No report.

Legislative: B. Wiebenga reported the committee met in early July. He invited those who may have library concerns to speak with him before the next committee meeting.

Telecommunications: No report.

**INTERIM DIRECTOR'S REPORT**

N. Newport pointed out a correction on page 3. The Campbell, Kyle Profitt LLP quilt and story board will be on display from now until August 3rd rather than beginning on the 3rd.

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J. Herndon moved to receive the Interim Director's Report, seconded by P. Napier, and the motion carried.

Board members commended N. Newport on her efforts operating as Interim Director, Assistant Director, and *ccpl2go* manager. N. Newport commended E. Westcott on her efforts as temporary Administrative Assistant.

**OLD BUSINESS**

N. Newport referenced the start date of the new Director, Carolyn Goolsby. She begins on August 17th.

**NEW BUSINESS**

No new business to report.

**ADJOURN**

R. Puthran adjourned the meeting at 6:10 pm.

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Patricia A. Napier, Secretary  
Board of Trustees

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