

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
September 24, 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; Director Bob Swanay; Managers Jamie Beckman, Elizabeth Essink, Katherine Kersey, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Guest: Financial Consultant Mike Reuter

Absent: Member Stephanie Fuhrmann; Managers Lisa Dick, Peter Konshak; Foundation Director Liz Hamilton

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 5:31 p.m. All in attendance were welcomed.

**AGENDA**

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

**FINANCIAL CONSULTANT MIKE REUTER – 2019 FISCAL PLAN**

M. Reuter stated that this meeting has been advertised as a Public Hearing which is the first step in the process for approval of the 2019 budget. Members will be asked to adopt the budget in October. Following M. Reuter's presentation of the 2019 Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

**MINUTES**

J. Hehner moved approval of the minutes of the August 27, 2018 meeting as corrected, seconded by J. Herndon, and the motion carried. The correction can be found in the Telecommunications section. It read: "The next day, the Star reported six people had been fired from Spectrum from customer service." It should read: "The next day, the Star reported sixty people had been fired from Spectrum from customer service."

**TREASURER'S REPORT**

August Financial Report: Treasurer D. Kramer presented the Financial Report noting we are two-thirds of the way through the year. The revenues are at 68 percent collected. Our operating fund expenditures are at 51 percent. Expenses exceed receipts this month slightly due to the fact that there were no property taxes received. D. Kramer stated the consultant fee was for Umbaugh and MSR. There will be more consulting fees from Rowland Design for their work on the branch.

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

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September Bills List: D. Kramer presented the September bills list noting line item 6401. D. Kramer referred to a \$19,981 bill for four new machines to collect for printing costs. D. Kramer said the board decided to pay for librarians' organizational membership fees. It seemed that the same should be done for librarians' certifications from the Indiana State Library. B. Swanay found out that the certification fees cannot be paid from the general fund. The Friends, therefore, will pay the fee.

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

**COMMITTEE REPORTS**

Building & Grounds: B. Swanay stated he included a report in the Director's Report. In addition, he is waiting for an estimate for replacing the roof. There were six spots that needed to be repaired. It was suggested to include money for a new roof in with the cost of the upcoming project. J. Hehner stated he and B. Swanay met with Roger McMichael to discuss plans for the new Carmel Elementary campus. B. Swanay and Roger McMichael agreed to stay in touch to see if any opportunities to collaborate develop in the future.

Finance: D. Kramer stated on October 18 a competitive sale will be held for the bonds in the amount of \$1,425,000. The bond sale notice is included in the packet. The advantage of this type of notice is the ability to move or switch maturities after the sale. D. Kramer stated the bond sale notice was published almost a week ago. It will be published again a week from tomorrow. Ice Miller publishes the notice in The Court and Commercial Record. Umbaugh has a list of 50 underwriters across the country that they will send the notice and the offering document to. J. Herndon referred to Excerpts of Minutes and some resolutions included in the packet. She explained in order for the library to spend bond proceeds they have to be appropriated. Because these bond proceeds have not been part of a budget, we must go through an additional appropriation process. J. Herndon stated the hearing was advertised. C. Walker passed around draft sketches of the West Branch design. Discussion ensued about the designs including the addition of the drive-up book return, the enclosed patio, and a seven-bin sorting machine. The Village of West Clay has responded favorably to the plans. The meeting was opened to a Public Hearing at 6:45 pm for anyone who wanted to comment on the appropriation of the bond proceeds for the project. Upon hearing no comments or questions, the Public Hearing was closed at 6:45 pm. There were several resolutions the board was asked to consider. The resolutions are included in the board packet. Exhibit A is the Appropriation Resolution. The board is being asked to appropriate \$1, 425,000 for the project. Also included in the packet is the final bond resolution. It has all the details of the bond itself. The form of bond is also included in the packet. This is just the form the bond will take. Once the bonds have been sold, the document can be completed. There is also a Be it Further Resolved resolution that indicates the board is approving a document called a Master Continuing Disclosure

Undertaking, an agreement required by the Securities and Exchange Commission in order for an underwriting house to bid on the bonds. One of the resolutions authorizes a registrar paying agent agreement. The last resolution is one approving post-issuance compliance procedures. The Finance Manager is the compliance officer to make sure all the procedures are in place when tax exempt bonds are issued. The actual procedures are also listed in the packet.

J. Herndon abstained from voting on the following financial resolutions.

J. Garretson moved to accept Resolution 6-2018, seconded by P. Napier, and the motion carried.

J. Garretson moved to accept Resolution 7-2018, seconded by P. Napier, and the motion carried.

J. Garretson moved to accept Resolution 8-2018, seconded by P. Napier, and the motion carried.

Personnel & Policy: 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 5-2018 – Internet Policy Review is included in the packet.

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

Personnel Changes:

A report reviewing personnel changes was included in the packet.

Strategic Plan: There was no report.

#### **TRUSTEE LIAISON REPORTS**

Foundation: L. Hamilton provided a Foundation Report included in the Board packet.

Friends: P. Napier mentioned the Book Sale is October 4 – 7. Any involvement in the book sale was encouraged.

Legislative: There was no report.

Telecommunications: There was no report.

**DIRECTORS REPORT**

B. Swanay submitted a written report, but added that there were many competent candidates for the Assistant Director position. Unfortunately, the position will have to be readvertised to find the person best fit for the job.

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

2019 Holidays and Closure Dates for next year included in packet

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

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURN**

President R. Puthran adjourned the meeting at 6:54 p.m.

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Patricia A. Napier, Secretary  
Board of Trustees

/jrm