

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
September 22, 2014**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Treasurer Ranj Puthran; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Finance Manager Dan Kramer; Managers Hope Baugh, Lisa Dick, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christy Walker, Cindy Wenz; Administrative Assistant Caitlyn Milliman.

Absent: Managers Beth Jenneman, Christine Owens.

**CALL TO ORDER/WELCOME**

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

**AGENDA**

W. Phillips noted an addition needed under New Business for the Technical Services presentation. P. Napier moved to adopt the agenda, seconded by R. Puthran, and the motion carried.

**MINUTES**

R. Puthran moved approval of the minutes of the August 25, 2014 Public Hearing, seconded by P. Napier, and the motion carried.

P. Napier moved approval of the minutes of the August 25, 2014 meeting, seconded by R. Puthran, and the motion carried.

The Fiscal Plan Update was received as information.

**TREASURER'S REPORT**

August Financial Report: R. Puthran presented the Financial Report noting that the budget is still on target for the year and that the property tax balance will remain the same until the next semiannual distribution. B. Wiebenga moved to receive the August Financial Report, seconded by J. Herndon, and the motion carried.

September Bills List: R. Puthran presented the September Bills List noting the annual ILF Conference payment; the annual maintenance agreement for the book return service renewal; ProQuest payment for reference services for business information; and the ADDBAC payment from the Gift Fund. J. Herndon moved approval of the September Bills List, seconded by B. Wiebenga, and the motion carried.

**COMMITTEE REPORTS**

Building & Grounds: W. Phillips mentioned that after speaking with Woody Holms, Project Manager at Stair Associates, she learned that the chiller work will be wrapping up soon. She also mentioned that many new ceiling tiles were purchased, some of which replaced the tiles that were damaged due to the heat and humidity that caused leaks in the Flex Room last month.

Finance: No report.

Personnel & Policy

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Resolution 4-2014: P. Napier presented the Internet Use Policy noting that no changes were made from last year, but that the date on the policy will be changed to reflect 2014 in the Policy Manual. R. Puthran asked if the policy included all new technology. W. Phillips confirmed that the policy is broad enough to cover everything. J. Garretson recommended tracking policy revisions. It was decided to track the revisions in the Policy Manual alongside the respective policy. J. Garretson moved approval of the Resolution, seconded by J. Herndon, and the motion carried.

Strategic Plan: B. Wiebenga reminded the group that C. Walker is the Strategic Plan Coordinator and commended her for her efforts. He pointed out that the bookmobile vendor that offered the most was also the most economical, which made the decision simple. He also highlighted the Speakers Bureau, programming census data collection, Ignite Development, and Saturday floaters. R. Puthran mentioned how beneficial it was to have a table at the Realtor's event as part of Community Engagement. J. Herndon moved approval to order the mobile library, seconded by P. Napier, and the motion carried.

#### **TRUSTEE LIAISON REPORTS**

Foundation: W. Phillips stated that the Foundation updates are part of her report and added that the Guided Leaf event is getting a lot of attention and that the Foundation Board is meeting this week.

Friends: P. Napier emphasized the book sale excerpt was a highlight of the Directors Report.

Legislative: B. Wiebenga informed the group that he will continue to attend meetings until his position is filled, although he is now unsure of his role/title. He noted that the State's 2 year budget needs to be adopted in the 2015 legislative session. He also mentioned the Legislative Fall Forum is October 7, with Lieutenant Governor Sue Ellspermann as keynote speaker. The ILF Legislative Committee hopes to develop a brief agenda with the centerpiece being increased funding for internet connectivity. The ENA proposal is \$8 million, an increase from \$2 million. W. Phillips commented that schools get most of the money and that usage has grown over time, while State support has been constant. She handed out copies of the *Snapshot* flyer which the ILF Legislative Committee developed to show the value of libraries and how tax money is translated into library services.

J. Herndon mentioned the General Assembly wants to eliminate the Personal Property Tax across the board. She pointed out that Michigan is phasing out the tax, and the hope is that Indiana will consider their example. There have been changes to TIF, giving schools more voting rights which could affect the library eventually.

Telecommunications: J. Garretson mentioned that U-verse is hoping to carry the school and city channels by the end of October as indicated in an email from Greg Hoyer, facilities manager from AT&T.

#### **DIRECTORS REPORT**

W. Phillips pointed out the 2015 board meeting dates and 2015 holidays & days the library will be closed sheets in the board packet. She also passed around the *Born to Read* and *1000 Books to Read before Kindergarten* booklets that were given out at the Bounce Early Literacy Fair in which there were 500

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participants. She pointed out that the program was highly beneficial to parents who were unaware of the required knowledge of children entering into kindergarten.

J. Herndon praised R. Kilpatrick for her work on the Early Literacy Fair. W. Phillips complimented the work done by the Communications staff who designed all of the materials that were distributed.

W. Phillips mentioned that she has been speaking with Strategic Plan Consultant Sam McBane Mulford who will be attending the December board meeting during her 4-day visit.

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

**OLD BUSINESS**

B. Wiebenga expressed regret for missing the last two board meetings due to family obligations.

**NEW BUSINESS**

Manager Lisa Dick gave a presentation for the Technical Services department. She introduced her staff: Lisa Bennett, Hema Patel, Sandy Bowman, Connie Dearing, David Edwards, Kathy Geerinck, and Leena De, and explained various tasks required of each position. Staff member Heidi Rosenberg was not able to attend.

**ADJOURN**

President J. Stafford adjourned the meeting at 6:54 p.m.

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Patricia A. Napier, Secretary  
Board of Trustees

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