

**Carmel Clay Public Library
Board of Trustees Meeting
February 25, 2013**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Treasurer Jane Herndon; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Ranj Puthran; Library Director Wendy Phillips; Assistant Director Nancy Newport; Business Manager Ron Brockett; Foundation Director Ruth Nisenshal; Managers Hope Baugh, Lisa Dick, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Becky Bryenton.

Absent: Managers Katherine Kersey and Beth Smietana.

Guest: Judy Gareis, Strategic Plan Coordinator.

CALL TO ORDER/WELCOME

President Jack Stafford called the meeting to order at 5:30 p.m. All in attendance were welcomed.

AGENDA

R. Puthran moved to adopt the agenda, seconded by P. Napier and the motion carried.

MINUTES

J. Hehner moved approval of the January 28, 2013 minutes, seconded by R. Puthran, and the motion carried.

TREASURER'S REPORT

Treasurer J. Herndon reported COIT payments are current. J. Herndon moved receipt of the January financial report, seconded by J. Hehner, and the motion carried.

Of note on the February Bills List were payments to Coast to Coast for printer cartridges; Automated Logic for annual preventative maintenance on the RFID equipment; an annual payment for Sirsi software; ValueLine Publishing for a database; and OverDrive for downloadable audio and e-books.

Payments to McQuay for annual maintenance and Central Technology for a self-check machine were paid from 2012 encumbered funds.

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

COMMITTEE REPORTS

Building and Grounds: J. Hehner referred to W. Phillips' report. We are moving forward on the list of building projects suggested by Stair Associates.

Executive Session: There will be an Executive Session of the Board immediately following the regular meeting tonight.

Finance: No report.

Legislative: B. Wiebenga referred to the Director's Report. Those attending the Legislative Breakfast expressed concern to Rep. Braun regarding funding cuts affecting Inspire and Internet connectivity.

**Minutes of the Board of Trustees Meeting
February 25, 2013
Page 2**

There was discussion regarding the amount of reserve funds being held by local government entities.

B. Wiebenga suggested the Finance committee address four key points:

- 1) Amount of reserve needed to manage cash flow.
- 2) Anticipate capital improvements needed in the intermediate and long term.
- 3) Expenditures needed to support strategic plan initiatives.
- 4) COIT reduction following retirement of the bonds in 2019.

We will work with financial consultant Mike Reuter, with a report provided in April or May.

Personnel & Policy: The report will be given in Executive Session.

Strategic Planning: Judy Gareis distributed an Abbreviated List of Strategic Plan Initiatives.

The teams are working together sharing information and having positive experiences accomplishing various aspects of their team's goals. Several Trustees also noted similar positive experiences on the teams.

Calendar year goals for 2013 will be shared at the March Board meeting.

As a member of the Steering Committee, J. Herndon observed the library is changing its culture through the Strategic Planning process. Members of the staff are being empowered to work on projects. Strategic Goals have been rephrased and framed.

J. Garretson suggested contacting the Hamilton County Convention & Visitors Bureau to see how library resources might enhance their list of community activities. There is also a potential to expand library resources to guests in hotels throughout the city including visiting performers at the Palladium.

Refresh the Library Brand includes the creation of a new logo. The new logo has a leaf motif superimposed over four connecting squares in earth tones. The leaf motif is found throughout the library and the four connecting squares in earth tones complete the picture with a tag line of "Connect / Discover." The committee is planning to launch the new logo in the fall of this year.

B. Wiebenga asked to view the new logo in the context of the current Mission Statement, Vision Statement, and Service Philosophy.

TRUSTEE LIAISON REPORTS

Foundation: R. Nisenshal referred to her written report. The Donor Recognition event is Thursday, March 13 at 7:00 p.m., with guest impressionist Dave Ehlert performing Mark Twain.

Friends: P. Napier reported the Friends Planning retreat was productive. The Book Store is now placing older titles on sale in the foyer for \$2. The most often donated title is the *Da Vinci Code*.

Puzzles have been added to the book sale inventory. The Senior coffee was successful and will be held again in 2013. Increasing membership and volunteers are goals for 2013.

Participation in the Farmer's Market will continue, as will the Friends relationship with Giggil.

Several Board members will complete their terms this year, leaving vacancies to be filled.

Telecommunications: J. Garretson reported the committee met and is close to having the city and the schools sign an agreement with AT&T to carry Channel 16 and Channel 99, which is the pull-down channel for the schools. AT&T will install their equipment in the City Council chamber.

User fees generate \$500,000 for the City, intended as revenue for local programming. The national average earmarked for operating a government channel is 40%.

The City Council increased the budget for the government channel from \$25,000 to \$35,000 and would like the City to guarantee 40% of user fees be used to operate the channel.

As a neutral group, the committee is discussing a proposal to oversee programming on the government channel.

DIRECTOR'S REPORT

W. Phillips noted January 2013 statistics for Tutor.com

Following up on a discussion at the January Board meeting regarding circulation statistics, N. Newport prepared a bar graph showing circulation trends from 2008 through 2012.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

The meeting adjourned at 6:30 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/bb