

**Carmel Clay Public Library
Board of Trustees Meeting
May 20, 2019**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer; Members Jim Garretson, Stephanie Kim, Jack Stafford; Director Bob Swanay; Managers Lisa Dick, Elizabeth Essink, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton;

Absent: Secretary Patti Napier; Member Casey Wilson; Managers Jamie Beckman, Katherine Kersey; Administrative Assistant Johnna Mishelow

Guest: Financial Consultant Mike Reuter

CALL TO ORDER/WELCOME

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

AGENDA

J. Stafford moved to adopt the agenda, seconded by S. Kim, and the motion carried.

FINANCIAL CONSULTANT MIKE REUTER – FISCAL PLAN

Following Mr. Reuter's presentation of the 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 April 22, 2019 Board of Trustees Meeting, seconded by S. Kim, and the motion carried.

TREASURER'S REPORT

April Financial Report: D. Kramer stated that we are one-third of the way through the year. The bottom line on expenses is 26.5 percent. D. Kramer mentioned the legal services relating to café lease terms and some social media. Other legal fees are being paid from the building corporation funds. Other items being paid with the building corporation funds include architect fees for the branch and the expansion/renovation, as well as the construction manager for the branch. Mike Reuter mentioned the fund balances. We have total fund balances of \$23,000,000. Next month the property tax revenues will come in. The special LIT distribution we will get by the end of May is \$475,000.

J. Hehner moved to receive the April Financial Report, seconded by J. Stafford, and the motion carried.

May Bills List: D. Kramer pointed out under capital outlays, there is a \$40,000 equipment entry. A materials handling system for the branch accounts for \$30,000, most of which was encumbered.

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

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: No report.

Nominating: Determining the proposed slate of officers and committees will be tabled until the June 17, 2019 Board of Trustees meeting.

Personnel & Policy: B. Swanay referred to the new job description draft for the Assistant Director.

J. Garretson moved approval of the Assistant Director job description, seconded by J. Hehner, and the motion carried.

B. Swanay stated there is a minor update to the Purchasing Authority. It is mainly aimed at level 8 personnel or assistant managers. These staff need more latitude regarding purchasing for the collection.

J. Hehner moved approval of the changes in the Purchasing Authority, seconded by S. Kim, and the motion carried.

B. Swanay said the Children and Youth Services department worked to update the Public Use of Children & Youth Services Area Policy. One change is any adult in the CYS area who is not supervising children or with a child could be asked to go to a different area of the library. This gives an added security element to the CYS area. The other change is a clarification of an existing policy about unattended children. There are some children who walk to the library with the permission of their parents. This aspect is acknowledged in the updated policy. The policy states the parent or caregiver still has the responsibility for the child, the child has to follow the Standards of Conduct, and they must be able to get home by themselves.

J. Garretson moved approval of the Public Use of Children & Youth Services Area policy, seconded by J. Stafford, and the motion carried.

Strategic Planning: No report. C. Walker handed out information about the Summer Challenge.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: No report.

Legislative: No report.

Telecommunications: J. Garretson stated a representative of Verizon joined the commission. The representative was helpful regarding the 5G problem. The way Verizon institutes a 5G program is to follow easements and put a 20 foot pole with an apparatus on top that sends a signal. The signal cannot

go more than 25 feet, so there will need to be another pole 50 feet away. The two signals go horizontally, so if a person is standing under a box, he will not get hurt. If, however, a bumble bee flew between the two signals, it would be killed. Because the distance is short, there would be many poles. In addition, AT&T has no interest in being on the same poles as Verizon. Because Comcast was not at the meeting, their plan is unknown. Potentially, there could be three times the amount of poles. AT&T plans to use existing telephone poles and light poles. It was noted that Fishers, Noblesville, and Westfield do not have telecommunication commissions. Besides the health concerns, the other issue is that the big companies are lobbying the FCC to take all local and state authority away for regulation. They already took the authority away locally, now they are considering taking it away statewide. This leaves us with no recourse. Winston Long will write a letter to the state representatives, senators, and members of Congress raising these issues of concern. S. Kim stated her office installs these. She offered to have some of the engineers talk to the telecommunication committee.

DIRECTORS REPORT

B. Swanay stated he had nothing to add to the written report.

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

There was discussion regarding the statistics of the DML.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 7:08 p.m.

Ranj Puthran, President
Board of Trustees

/jrm