

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
February 27, 2017**

**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, Bill Wiebenga; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Managers Beth Jenneman, Katherine Kersey

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:32 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Hehner moved approval of the minutes as revised (change "our" Circuit Breaker loss to "the library's" Circuit Breaker loss) of the January 23, 2017 meeting, seconded by P. Napier, and the motion carried.

TREASURER'S REPORT

January Financial Report: D. Kramer stated that January's bar is 8.33%, because it is 1/12 of the year. Line 6342 titled "Other Insurance" is at 21.97% because they are paid quarterly. The same principle applies for dues. "Dues" are paid at the beginning of the year. Under the budget estimate under "total operating fund," of the \$7,174,000 amount \$120,000 is encumbrances that were rolled from last year. Regarding balances, we received our state technology money in the amount of \$27,952.

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

February Bills List: D. Kramer presented the Bills List and pointed out an invoice for ProQuest under line 6372. C. Owens explained that ProQuest is an online database of approximately 800 newspapers, including international, national, and regional papers. D. Kramer explained the Umbaugh expense is the cash management fee. D. Kramer clarified that when an expense is paid for with a credit card, the expense is listed as from PNC regardless of where the purchase was made. L. Dick explained that while Baker and Taylor has tried to get our business back, Ingram has been much more customer oriented. For the time being, the collection development staff are satisfied with Ingram. J. Stafford asked about Great Courses, and C. Walker stated we get Great Courses on CD.

J. Herndon moved approval of the February Bills List, seconded by J. Stafford, and the motion carried.

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COMMITTEE REPORTS

Building & Grounds: N. Newport reported the windows were being washed inside and outside.

Finance: D. Kramer passed around the Budget Order that was received at the end of January. Our general fund budget for the year will be \$7,054,000 plus the \$120,000 of encumbrances that was rolled into this year. The general fund budget last year was \$6,711,000. The certified AV this year is \$7,170,000 compared to \$6,874,000 last year. The general fund levy this year is \$3,664,107 compared to last year at \$3,526,000. It has gone up, but because of the increase in AV our tax rate in the general fund will be 5.11 cents compared to last year's 5.13 cents. Even with a higher levy and larger budget, our tax rate decreased. This year the lease rental is 2.49 cents, and last year it was 2.65 cents. The overall rate went down from .0778 last year to .0760 this year.

Personnel & Policy: No formal report. The overall salary structure will be reviewed.

Strategic Planning: C. Walker stated work is beginning on the various actions that were targeted the beginning of the year. We are looking at which projects make sense to work on in conjunction with another action. For example, one action was to use digital signage in the library to promote events that are happening and to provide direction. It makes sense to fold that action into the space planning. In addition, some new teams are forming, such as a team that evaluates collection issues, a team that evaluates processes related to materials holds, and a team that will look at marketing. The teams are forming rather naturally. One of the actions was to offer more opportunities for cross departmental work, and that seems to be happening naturally. C. Walker will have a written report next month which will address the progress of the first quarter. C. Walker said the staff has reviewed the mission and vision statement. B. Swanay will address that in his Director's report.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton had one addition to her written Foundation Report. The Visiting Author Series Coordinator has been working on securing some authors. An addition was made for May 23 at 1:30 p.m. Dick Hall and Lisa Hendrickson will present a Q & A program regarding his book *Kiritsis and Me*.

Friends: P. Napier stated the Friends Retreat was held on January 28. There are five new members to the Board who seem very engaged. At one point, we were selling our higher priced books on Ebay. Now we have switched to selling the higher priced books on Amazon. At this time there were about 100 for sale. There was discussion about the Art Wall. There was a break down showing how much each artist sold. P. Konshak sold the most. The Friends are working on the scholarship process. They anticipate handing out two scholarships this year, each for \$2,000.

Legislative: B. Wiebenga stated there were 1,200 bills originally filed, but only 400 of them will make it to the Governor's desk. Senate Bill 179, which was the Senate version of the bill necessary to make the Superintendent of Education an appointed position, failed in the Senate, 23 to 26. Technically the Senate has a rule that would not allow a similarly worded bill to be considered, but since the House Bill

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1005 passed 68 to 29, it is anticipated a way will be found to get this back before the Senate. With regard to Senate Bill 276, Funding for Pre-Kindergarten, Holcomb wanted a \$10,000,000 increase per year, but Kenley, Chair of the Senate Appropriations Committee, set the increase to \$3,000,000 per year with \$1,000,000 allocated for pre-k taught at home. House Bill 1001, a budget bill, added an additional \$500,000 appropriation per year to the Connectivity Fund. Libraries will be receiving \$1,585,000 for the next year. That will repeat itself the following year. In terms of property taxes, Representative Leonard introduced the concept of mandatory review of budgets that are prepared by appointed, rather than elected, boards. It ended in an 11 to 11 tie, so it did not pass. The Senate Bill 248 had to do with the consolidation of school administrative functions. They originally included school libraries in the list of functions, but in the final version the reference to school libraries was eliminated as a result of ILF and the legislative advocates. House Bill 1587 was going to bring about a merger of the State Library with the Historical Bureau, but that bill died in committee. March 14th is the ILF day at the State House. Any Board members or library staff who are interested in meeting with legislators need to register.

Telecommunications: J. Garretson stated at the meeting the WHJE television advisor and three of the news directors were there. They shared that their audience are the 5,000 students and 275 faculty members. Their programming focuses on that audience. The high school uses a lot more streaming and social media now. MetroNet is one of the companies coming into our community who are interested in streaming. Comcast, however, is interested in cable. They will also be entering our county. AT&T is pitching Direct TV. There is a lot of co-axle cable in the city. They are going to set about replacing it with fiber optics. They will start by overland. When they start going for the underground in some of the other subdivisions, it will be a disruption to some people. AT&T feels they have to replace the cable with fiber optics. There was no interest in all providers using the same box or container for all of the lines. There will be at least four carriers that will provide for this community. The high school equipment is compatible with high definition now. It would take more equipment to get it carried by the carriers. Because of their emphasis on streaming, it is not a direction they are likely to pursue.

DIRECTORS REPORT

B. Swanay referred to his written report, but included some additional updates. It was confirmed today that the library will be a voting site for Carmel Meadows for the referendum on May 2. In addition, the community survey went live and should be completed by Wednesday. There may be preliminary results by Friday. B. Swanay sent out a patron map. He stated the map will be redone to draw distinctions between CCPL card holders, reciprocal borrowers, and PLAC card holders. It will also illustrate the service boundary lines. We will look at the new map with the survey results soon. B. Swanay said he has been developing a list of possible space consultants. It is becoming clear that we will need to work with an architectural firm to get what we need. He sees the process happening in two phases. Phase one will be to define what we want out of our space. Phase two will be to realize that vision. B. Swanay is meeting with Jackie Nytes from Indianapolis Public Library to discuss updates they are making. She is going to share her list of space consultants. Her favorite is a company named Arc Design. J. Stafford also worked with a firm, HPS Architects, while he was in Florida. They are also a good possibility. Glazier Works will also be a possibility. B. Swanay stated he is taking a holistic look at everything, including an upgrade of the RFID technology and the sorting machine, and the audio visual equipment in Program Room and the Storytime Room. B. Wiebenga suggested the Building and Grounds Committee be

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included in the architectural selection. B. Swanay also stated the pay scale will be reviewed, perhaps with a consultant. J. Garretson suggested in reviewing the pay scale to consider what it costs to live in this community. P. Konshak answered questions regarding the 3D printer in the Digital Media Lab. The Board was supportive of purchasing another 3D printer. P. Konshak stated February was the busiest month so far for the Digital Media Lab. There have been times when the DML has been at capacity, and the door count continues to increase. B. Swanay referred to the mission and vision statements. He stated he worked with management staff and then opened it up to the library staff for input.

J. Hehner made a motion to approve the new mission and vision statements, seconded by J. Herndon, and the motion carried.

J. Hehner stated B. Swanay's presentation to the City Council was well received and well presented.

J. Hehner moved to receive the Directors 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

President R. Puthran adjourned the meeting at 6:32 p.m.

Patti Napier, Secretary
Board of Trustees
/jrm