

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
October 23, 2017**

**Towne Meadow Elementary School
5:00 p.m.**

Present: President Ranj Puthran, Treasurer Dan Kramer, Secretary Patti Napier; Members Jane Herndon, Jack Stafford; Director Bob Swanay; Assistant Director Nancy Newport; Managers Beth Jenneman, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Interim Managers Jamie Beckman, Elizabeth Essink; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Vice President Jim Hehner; Members Jim Garretson, Bill Wiebenga; Manager Lisa Dick

Guests: Julie Bingham, Jack Poling, Traci Lesneski, Ian Ford

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:00 p.m. All in attendance were welcomed.

AGENDA

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

SALARY CONSULTANT

Julie Bingham followed up with the salary study. She reported there were no changes or requests for changes from the original information she shared at the August Board Meeting. C. Wenz provided requested information regarding some costs. C. Wenz stated if we bring everyone to the minimum of the range, the total amount would be \$23,415 annually. If we preserved positions and ranges for the people being brought up to the minimum, the total would be \$30,444 annually. B. Wiebenga was concerned about keeping staff's relative position on the compensation schedule and not just hitting the minimum. To do this would avoid compression issues. Specific information can be found in the information provided by C. Wenz. C. Wenz clarified that the referenced amounts would be over and above the increase that staff receive in January. Since B. Wiebenga was not present, C. Wenz will email the information to him and the board will vote on it next month.

MINUTES

P. Napier moved approval of the minutes of the September 25, 2017 Public Hearing, seconded by J. Herndon, and the motion carried.

P. Napier moved approval of the minutes of the September 25, 2017 meeting, seconded by J. Herndon, and the motion carried.

Also included in the Board packet was Mike Reuter's Fiscal Plan presentation summary.

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TREASURER'S REPORT

August Financial Report: Treasurer D. Kramer presented the Financial Report noting that we are three quarters of the way through the year; therefore, 75% is the number that should be used as a barometer. We have not exceeded that number in any of the major expense categories. The bottom line at the end of September was 59%. As far as balances go, October is the last month when our operating fund balance dips. In November and December, we will receive property tax draws which will allow our revenues to exceed our expenditures. Overall balance is \$18,600,000. Encumbrances continue to be paid off.

J. Stafford moved to receive the September Financial Report, seconded by J. Herndon, and the motion carried.

September Bills List: D. Kramer presented the September Bills List noting on page 2, there is a bill to EMCCPR. This company will provide CPR training to some of the staff.

P. Napier moved approval of the September Bills List, seconded by J. Herndon, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport stated Patriot Shading is in the process of changing out the openings of the blinds.

Finance:

Resolution 5-2017: B. Swanay presented the Budget Adoption of 2018 Operating Fund, Library Improvement Reserve Fund, and Lease Rental Fund.

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

Personnel & Policy: B. Swanay stated the Privacy Policy draft included in the packet is informational. The Board will have a month to look over the draft, and it can be discussed at the board meeting next month. B. Swanay stated most of the policy is new, but he will email the old policy to the board for comparison purposes. The policy has not been looked over by an attorney.

Strategic Plan: B. Swanay will discuss the Space Study in the Director's Report.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a Foundation Report included in the Board packet. She had no further information to add. L. Hamilton thanked everyone who supported either Writers at the Pavilion or Guilded Leaf. The evening event had 115 attendees, and the luncheon had just over 400. The authors were well received.

Friends: P. Napier reported the numbers from the book sale were still being compiled.

Legislative: No report.

Telecommunications: No report.

DIRECTORS REPORT

B. Swanay stated the best library he visited during his site visits was the Vancouver Library. B. Swanay said the libraries used a lot of natural light, targeted lighting on shelving, open-face displays, low shelving, and open spaces. These trends are important for us to consider during our space study. P. Konshak, C. Walker, and B. Swanay maximized their time at the Design Institute by attending different break-out sessions. Overall, the conference was helpful.

J. Herndon moved to accept the Directors Report, seconded by P. Napier, and the motion carried.

OLD BUSINESS

NEW BUSINESS

MSR presented various options for a library expansion built upon the guiding principles for the project. MSR is in the middle of the timeline of the scheduled visits. There will be additional visits in November and December. MSR presented some design thinking and recommendations for us to consider. MSR considered the inventory and space in the building currently. Based off that data, they made recommendations for the collection. There are progressive ways to house the collection. At the next meeting, MSR wants us to provide a prediction for how many square feet the library will need including large meeting rooms, study rooms, an open social space, areas for collection, and outdoor space. MSR showed two of the four options. Option A was a conservative option and Option D was the most ambitious. Option A is an adaptation of what we currently have. Option D includes constructing a structure across 4th Ave. that includes parking and indoor space for library use in some capacity. There could be a skyway connecting the current building to the new building. It would also include outdoor space. MSR will be back out on November 13 to engage with the staff and a community forum. There was some discussion about parking, maintenance, and sustainability. These issues will be further considered in the future.

ADJOURN

President R. Puthran adjourned the meeting at 5:58 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm