

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
January 28, 2013**

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

Present: Vice President Bill Wiebenga; Treasurer Jane Herndon; Members Jim Garretson, Jim Hehner, Ranj Puthran; Library Director Wendy Phillips; Assistant Director Nancy Newport; Business Manager Ron Brockett; Foundation Director Ruth Nisenshal; Managers Lisa Dick, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Beth Smietana; Administrative Assistant Becky Bryenton.

Absent: President Jack Stafford; Secretary Patti Napier; Managers Hope Baugh, Christy Walker, Cindy Wenz.

### **CALL TO ORDER/WELCOME**

Vice President B. Wiebenga called the meeting to order at 5:30 p.m. All in attendance were welcomed. Guests Woody Holm, Martin Truesdell and Randy Stair of Stair Associates, Inc. were welcomed and introduced.

### **AGENDA**

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

### **MINUTES**

B. Wiebenga corrected the date of Legislative Day from January 17 to the correct date of January 15. R. Puthran moved approval of the corrected minutes, seconded by J. Garretson, and the motion carried.

### **TREASURER'S REPORT**

Treasurer J. Herndon reported property tax and COIT have been received. The Operating Fund has a balance of \$45,833.53 reflecting encumbrances and the transfers within funds to balance the 2012 Operating budget. J. Hehner moved approval of the financial report, seconded by R. Puthran, and the motion carried.

J. Herndon presented the January Bills List noting invoices from Anthem Blue Cross. Also of note was the annual payment for a subscription to Tutor.com paid for by the Foundation. J. Hehner moved approval of the January Bills List, seconded by J. Garretson, and the motion carried.

### **COMMITTEE REPORTS**

Building and Grounds: Woody Holm of Stair Associates, Inc. presented the Building Condition Study of CCPL. Mr. Holm explained that a geothermal unit is not a cost effective option for the library and noted several potential short term projects that would be likely to save energy dollars. Discussion regarding boilers and chillers followed:

- Boilers have a life of 15 to 20 years.
- Boilers should be opened and cleaned periodically to extend their life and efficiency.
- Option to add a smaller high efficiency boiler still exists as originally described in previous assessments.
- Perhaps creating holes low in the wall around the chiller to improve air circulation may help their efficiency.
- Option to install newer, quieter chiller although greater energy efficiency is unlikely.
- Replace CO2 sensors in chiller.

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The proposed list of projects from Stair Associates will be given to the Building & Grounds committee for review.

Finance: No report.

Legislative: B. Wiebenga reported on the introduction of four bills that if passed, will affect libraries:

- 1) Because library boards are appointed, not elected, the library budget will be subject to approval by a local government entity.
- 2) Caps on fund balances that can be carried over annually.
- 3) New method to extend library service to un-served areas.
- 4) The Governor's proposed budget, which includes a 10% reduction in the income tax rate, calls for reduced funding for Internet connectivity and Inspire.

Legislative Day was moved from January 15 to February 4.

The next Chamber legislative breakfast is Friday, February 8

Personnel & Policy: B. Wiebenga reported the committee is reviewing information for W. Phillips' annual evaluation.

Strategic Planning: Reporting for the Steering Committee, J. Herndon referred to the *Strategic Plan Summary* compiled by SP Coordinator Judy Gareis, based on input from each team leader. Team leaders met with J. Gareis, who will give an update at the February Board meeting.

J. Herndon complimented the staff on the dynamic changes made. The strategic plan is a mechanism to update skills needed for the library to be effective in the 21<sup>st</sup> century.

W. Phillips displayed the new service philosophy winning poster which was designed by Circ staff member Jane Booth. With the exception of Reference librarian Brian Barrett, those included in the photo are members of the Circulation staff.

The staff Service Philosophy is: "To exceed patron expectations and provide memorable experiences, we listen, educate, entertain and engage." The service philosophy was developed by the Organizational Innovation team.

### **TRUSTEE LIAISON REPORTS**

Foundation: R. Nisenshal reported Fifth Third Bank is opening a new branch at 205 East Carmel Drive. A charitable donation of \$500 from the bank will go to the CCPL Foundation and will be awarded at the ribbon cutting ceremony on Wednesday, February 6.

Friends: The Friends Retreat is Saturday, February 2 in the Board Room.

Telecommunications: No report.

**DIRECTOR'S REPORT**

W. Phillips referred to her written report and asked for questions.

Circulation statistics were discussed and the need was expressed for further analysis of trends.

N. Newport distributed the latest reciprocal borrowing statistics from Hamilton County libraries.

J. Hehner moved to accept 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 6:49 p.m.

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Becky Bryenton, Recording Secretary