

**Carmel Clay Public Library
Minutes of Board of Trustees Meeting
July 24, 2017**

**Board Room
5:30 pm**

Present: President Ranj Puthran; Vice President Jim Hehner; Secretary Patti Napier; Treasurer Dan Kramer; Members Jim Garretson, Jane Herndon, Jack Stafford, Bill Wiebenga; Director Bob Swanay; Assistant Director Nancy Newport; Foundation Director Liz Hamilton; Managers Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Peter Konshak

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:30 pm. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Stafford moved approval of the minutes of the June 24, 2017 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

June Financial Report: Treasurer D. Kramer presented the June Financial Report. He noted in the fund receipts and expenses that we collected 51.46 percent of our levy. Last year at this time, we had collected 50.8 percent, but we finished the total year at 92 percent. Overall, our receipts are 51.5 percent of what was anticipated. On the expenditure side, the bottom line is 40 percent of what we budgeted. D. Kramer noted that nothing was out of line. One item to mention is Other Insurance which amounts to 70.21 percent, but that amount includes the third quarter payment. Receipts and disbursements are on track. In regards to balances, the lease rental fund and operating fund are higher than usual due to the second part of our property tax receipts. On the lease rental fund \$976,000 is the lease payment for the first half of this year. J. Garretson suggested the Finance Committee should monitor how much the city is putting in TIF. J. Herndon stated there is a report the units prepare that talks about how much revenue they have available and what it is being used for. D. Kramer will go on the DLGF website to see what type of reports are available.

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

July Bills List: Treasurer D. Kramer presented the July Bills list, noting the lease rental payment of \$976,000. In addition, D. Kramer mentioned the employee reimbursements due to the ALA conference in Chicago.

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

COMMITTEE REPORTS

Building & Grounds: N. Newport stated there was nothing to report.

Finance Committee: D. Kramer mentioned that we have a total CD portfolio of \$6,760,000. Key Bank has \$900,000; Fifth Third Bank has \$1,760,000; Lake City Bank has the remaining \$4.1 million. These banks were chosen using a bidding process. Umbaugh sends out a request for six months, one year, eighteen months, and twenty-four months to a list of banks. Umbaugh comes back with a table which is then reviewed. Interest is about one and one half percent for one and two years.

Personnel & Policy: No report.

Strategic Planning: No report.

TRUSTEE LIASON REPORTS

Foundation: L. Hamilton passed around a bookmark that lists the Guilded Leaf authors. L. Hamilton also showed the new library t-shirt that is available in the bookstore for \$10.

Friends: No report.

Legislative: B. Wiebenga stated Senator Luke Kenley stepped down from his position. For his replacement as representative of this Senate District, he is backing Megan Wiles. As far as the Senate Appropriations Committee is concerned, Senator Long has appointed Senator Ryan Mishler from Bremen, Indiana.

Telecommunications: No report.

DIRECTOR'S REPORT

B. Swanay added to his written report by stating that MSR will be the library's architectural partner for the space study. A letter of agreement has been signed. B. Swanay will send out the agreement via email. August 22 and 23 are the dates MSR will be at the library. They will meet at two different times with the library staff at large on August 23. B. Swanay will share more information as soon as he confirms times with MSR. There are several groups who will meet with the architects: the leadership group, and two separate stake holder groups. B. Swanay has started a list of possible stake holders that he will email to the Board for feedback. The next key date to meet with MSR is September 21. MSR may make a report to the Board at the September meeting. MSR team emailed a list of questions for us to consider. B. Swanay will email the questions as well. At the all staff meeting, B. Swanay will discuss this process with the staff. MSR understands there is a high need to serve the west side and a significant predicted population growth expected between now and 2040. B. Swanay noted that after the space study is completed, it is a possibility that our current building could need an expansion. B. Swanay, Mayor Brainard, and the pastor at Carmel Christian Church will meet to talk about the possibility of us expanding our current facility. In the preliminary phase, B. Swanay and another staff member or two could do site visits to some libraries that have done similar scale projects. MSR suggested B. Swanay go the Fayetteville, Arkansas because they completed an expansion after doing a space study. One of the questions to ask of the libraries that will be visited is what did not go the way it was expected or what

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would they do differently. J. Herndon suggested looking at the information provided by the other architectural firms to see what libraries they have renovated as a possible site to visit. The Board advised B. Swanay that he could fly to Arkansas or Fresno if he deemed it necessary. B. Swanay also wants to find out how other libraries messaged to their communities. The Board suggested putting together a media plan to provide to the community. J. Garretson suggested B. Swanay look for libraries who have built branches to see what types of activities each location keeps. J. Stafford suggested looking at the three state area around Arkansas if B. Swanay decides to visit Fayetteville, Arkansas. N. Newport reported there would be live streaming of the eclipse. In addition, an Eclipse Extravaganza will be held on August 12.

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

OLD BUSINESS

J. Herndon stated she liked the new app, Libby, from OverDrive. J. Herndon asked about the new policy regarding study rooms. B. Swanay stated we are looking for better ways to manage the study rooms because they are in such high demand. Part of the reapproach to space includes looking at study rooms and how they are managed. C. Owens stated the high demand of study room use drove them to keep track of how many of the users are Carmel residents or reciprocal borrowers. This information will help with the space study. The other change is that groups no longer have priority over individuals. The new policy allows Carmel residents to have priority over non-Carmel residents. So far there has not been any negative feedback. Students will be able to present their school identifications, so they will not be prevented from using the study rooms. The study rooms demand a lot of time to manage them, so the data collected can help with study room management in the future.

NEW BUSINESS

ADJOURN

R. Puthran adjourned the meeting at 6:16 pm.

Patti Napier, Secretary
Board of Trustees

/jrm