

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
February 25, 2019**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Secretary Patti Napier; Members Stephanie Kim, Jim Garretson, Jack Stafford; Library Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Member Casey Wilson

CALL TO ORDER/WELCOME

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

AGENDA

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

MINUTES

P. Napier moved approval of the minutes of the January 28, 2019 meeting, seconded by J. Stafford, and the motion carried.

TREASURER'S REPORT

January Financial Report: D. Kramer stated that under the Budget Estimate column, which on the expenditures side means appropriations, is included \$173,735 of 2018 encumbrances. Expenditures amount to 5.71 percent, although they could have been up to 8.33 percent. On the fund balances, \$23,000 was paid with Foundation funds for Tutor.com. The state technology fund grant went up about \$4,000 to \$5,000 more than last year. That money is used to pay ENA for internet services. If that grant does not cover the entire year, then the Foundation will pay the remaining amount.

P. Napier moved to receive the January Financial Report, seconded by S. Kim, and the motion carried.

February Bills List: D. Kramer presented the Bills List and pointed out there were two group insurance payments this month due to timing.

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

COMMITTEE REPORTS

Building & Grounds: B. Swanay said we have been having issues with high school students parking in our lot. We will be taking further steps to address this problem, including towing cars. The gates to the staff lot will be left down until around noon to allow staff who work in the afternoon access to parking spaces. More students are parking in the south lot due to the gate being left down. For this reason, we will place warnings on violators' windshields, record license plate numbers, update the signage currently on the lot, and have off-duty officers patrol the lot occasionally. B. Swanay will request that the high school get a message to students of our intentions for violators. These warnings will have to be reinforced by towing offenders. J. Hehner suggested having an officer in a squad car patrol the parking lot rather than an off-duty officer. There was further discussion regarding additional options. B. Swanay

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stated one of the changes in the signage will be information about the specific towing company with contact information included. B. Swanay stated there were a few potholes that were filled in the parking lot.

Finance: D. Kramer updated board members on TIF districts. The document is included in the board packet. The most recent data is for 2017. The amount of assessed value that was captured by the TIF districts that did not make it into the assessed valuation of other local units of government was \$1,534,759,000. This information came from Gateway. Those links can be used to find more detail.

Personnel & Policy: P. Napier referred to job descriptions that were included in the board packet. P. Napier referred to the document regarding the first year staffing costs for the branch library. The courier is currently contracted out and costs about \$550 per week which is paid for by the Foundation. This amounts to \$28,600 per year. The new position for the courier would amount to \$15,000 but would come out of the library budget rather than the Foundation budget. The operational hours of the branch will be 50 hours per week: Monday through Thursday 10:00 am to 8:00 pm, Friday and Saturday 12:00 pm to 5:00 pm, and Sunday closed. The branch manager will be hired soon. The other branch senior assistants will be hired in the summer.

J. Hehner moved to approve the job description of the Branch Manager, seconded by J. Garretson, and the motion carried.

J. Hehner moved approval of the Branch Senior Assistant, seconded by J. Garretson, and the motion carried.

J. Hehner moved approval of the Courier/Maintenance Assistant, seconded by J. Garretson, and the motion carried.

Strategic Planning: One of the major items in the Strategic Plan is to analyze and adjust library staffing to create the capacity for accomplishing strategic goals, developing innovative ideas, and expanding programs and services. Further progress toward the Strategic Plan was made by approving the new positions for the branch.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton submitted a written report. On April 13, the Young Professionals Group will hold the Library after Dark event which will be at the library from 7:00 pm to 10:00 pm. It is a ticketed fundraiser. It is for patrons 21 and over and will be structured similar to Zoobilation. Local restaurants and breweries will have tables and provide food. Activities will be held on both floors of the library. The tag line is "Experience the library like never before." L. Hamilton stated the 2020 trip is being kicked off tonight in the Program Room. The trip will be to Italy.

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Friends: P. Napier stated the total amount given to the library in 2018 was about \$78,000. That amount is a combination of both book sales, Better World Books, the bookstore, membership dues, and Amazon sales. Each book sale makes about \$9,000 to \$10,000.

Legislative: B. Swanay stated he reported on HB1214 in the Director's Report. J. Hehner went to the State Capital. J. Hehner reported Jane Herndon testified in front of a committee of state representatives. Jerry Torr sponsored the bill. The bill will include libraries within the construction manager at risk. Hopefully the bill will go through the Senate. B. Swanay mentioned HB1343, a bill passed out of the House, which allows local government councils to pass a resolution requiring binding budget review and approval. In our case that would be the Carmel Council who could elect to have binding budget reviews. They could elect to reduce our budget by the same amount that they might reduce other departments that they control. ILF has opposed it, and they have been successful in softening it with some amendments.

Telecommunications: J. Garretson stated there had been a quarterly meeting, but three of the four carrier representatives did not show up. There was a lengthy discussion at the meeting about the 5G system and the health risks associated with it. J. Garretson stated we do not have much control, but the city has some control over where they are put. S. Kim stated densification will continue to be a problem, and more data is needed so as long as they can get the right-of-way approved they will put it there. J. Garretson stated Verizon and AT&T are the two companies installing the 5G system. The chairman of the Telecommunications Commission, Winston Long, is reading about information regarding health problems associated with these towers. While the commission has no control, they will try to raise awareness associated with the health risks.

DIRECTORS REPORT

B. Swanay stated that in addition to what is submitted in writing, he will provide a branch location budget at the March meeting. The budget is about \$2.5 million at this point. B. Swanay will provide a solid estimate to all the budget lines. In addition, construction bids will go out soon. The Board will need to approve the bidder, so that information will also be brought to the board meeting in March. An October opening is the best case. Some changes from the original plan include an enclosed patio, a drive-up book return, an automated sorter for the drive-up book return, the Mezzanine level, and a sprinkler system. The sprinkler system will allow us to expand beyond just a Mezzanine level to an expanded second floor which will contain new air units and some storage. There was an old drainage line which has been on the property for a long time, so the patio could not be squared off as expected. Rowland Design had to change the design so as not to conflict with the drainage line. B. Swanay will also provide updated designs at the next board meeting. B. Swanay stated they are actively searching for the Facilities Supervisor. There will be a meeting in March to discuss the Assistant Director position. B. Swanay stated Vivian Lawhead's intention is to open the coffee shop before the library opens, like at 8:00 am. There are several things that need to be done to prepare the area. The sink needs to be fixed, so a plumber is coming this week. It needs to be cleaned, and some locks will be changed to key access. Board members' key card access will likely also be changed. In March, the coffee shop will begin setting up and will open soon.

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

B. Swanay noted that the reciprocal borrowing statistics were given for 2018. On the January library statistical report, note that circulation is up 4.6 percent over last January, and the door count was up over last January. It is further noteworthy that in the fall of last year, the Reference department made room in their collection, allowing the Teen collection to expand. After the Teen collection got more room, their circulation is up 12.2 percent over last January. Music CDs are down by 30 percent, but downloadable audio is up 31 percent over the previous year. Hoopla is up over 50 percent.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:24 p.m.

Patti Napier, Secretary
Board of Trustees
/jrm