

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

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Business Manager Ron Brockett; Managers Hope Baugh, Lisa Dick, Renee' Kilpatrick, Christine Owens, Beth Jenneman, Christy Walker, Cindy Wenz; Administrative Assistant Becky Bryenton.

Absent: Treasurer Ranj Puthran; Foundation Director Ruth Nisenshal; Managers Katherine Kersey, Peter Konshak, Christy Walker.

CALL TO ORDER/WELCOME

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

AGENDA

B. Wiebenga moved to adopt the agenda, seconded by P. Napier, and the motion carried.

MINUTES

P. Napier moved approval of the September minutes, seconded by B. Wiebenga who also requested under the Legislative Liaison report "rather than writing to say" be replaced by "rather than regularly saying". The motion to approve the corrected minutes passed.

REPORT FOM WOODY HOLM OF STAIR ASSOCIATES

W. Phillips reported for Mr. Holm that he has spoken with several vendors of chillers and will report his findings at the November meeting. The possibility of installing the new chiller on the roof will be investigated.

TREASURER'S REPORT

September Financial Report: All funds are on track for this time in the fiscal year. Interest has been received from investments. The water bill is above budget for the year due to a rate increase. J. Hehner moved to receive the September financial report, seconded by B. Wiebenga, and the motion carried.

October Bills List: W. Phillips noted Lyngsoe Systems' annual maintenance for the automated materials handling system. Simpson Cleaning Service and the purchase of MCLS online databases were also mentioned. The final payment has been made to Media Sauce for consulting on the new web design. J. Garretson moved approval of the October Bills List, seconded by J. Hehner, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: The chiller unit was previously discussed.

Finance: B. Wiebenga introduced Resolution 4-2013 – Budget Adoption of the 2014 Operating Fund, Library Improvement Reserve Fund and the Lease Rental Fund. J. Hehner move to adopt the 2014 Budget Funds, seconded by P. Napier, and the motion carried.

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Personnel & Policy: B. Wiebenga introduced Resolution 5-2013 – To Authorize Payment of Membership Dues. Legislation was passed in 2011 enabling Library Boards to authorize paying membership dues for professional associations. B. Wiebenga moved to adopt the resolution, seconded by J. Herndon, and the motion carried.

Strategic Plan: A Strategic Plan Update was given to Trustees along with an update of each committee from Coordinator J. Gareis. J. Garretson suggested the Strategic Plan updates be sent to the appointing authorities.

The new website will go live in November. Bags with the library's new logo were circulated. The bags, containing a packet of informational brochures about services and programs at CCPL, will be given to new patrons.

J. Stafford noted the Continuing Education statistic of the library staff. One hundred percent staff participation is hoped for and expected by the end of 2013.

B. Wiebenga remarked on the positive and extensive participation in the planning activities by all staff. Staff appear to be excited about the projects in which they are engaged.

The update will also be shared with Strategic Plan consultant Sam McBane Mulford.

Initiatives for 2014 will be discussed at the December Team Leader meeting.

TRUSTEE LIAISON REPORTS

Foundation: Trustees were given a written report from R. Nisenshal. Proceeds from the Book and Author Luncheon will be presented at the November meeting.

Foundation Senior Assistant Sheila Morone has accepted a position with the Center for the Performing Arts. November 7 will be her last day at CCPL.

Friends: P. Napier referred to the written Directors Report. Proceeds from the fall book sale were lower than previous sales. A check from Kohl's for \$500 will be added to the total profit. Donations of books have risen over the last few years, helping sales in the bookstore.

Legislative: B. Wiebenga reported at the end of the last session of the General Assembly three questions were sent to the Commission on State Tax and Fiscal Policy:

- 1) Whether public libraries governed by appointed boards should be subject to the same budget and property tax levy review procedures that apply to other taxing units governed by appointed boards. (HEA 1116)
- 2) Whether public libraries governed by appointed boards are uniquely situated and should remain subject to the budget and property tax levy review laws for public libraries that were in effect as of January 1, 2013. (HEA 1116)
- 3) Whether the borders of adjoining library districts should change as the borders of an incorporated city or town containing a library district change. (HEA 1116)

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A few members of the ILF Legislative Committee drafted a presentation to address these questions for the study committee. Tippecanoe County Public Library Director Jos Holman and Carmel Clay Public Library Director Wendy Phillips have agreed to make the presentation. A date has not been set for the meeting.

The next Legislative Committee meeting will be Tuesday, November 5. The focus of the meeting will be to draft the Action Agenda of priorities for the upcoming General Assembly beginning in January 2014.

Telecommunications: J. Garretson had no report since the committee has not met.

DIRECTORS REPORT

W. Phillips reported on the collaboration of the Children's Services librarians with Carmel Clay elementary schools. CCPL staff have made a significant number of presentations on how to use downloadable eBooks. These presentations have increased eBook circulation for September 156% over August. The number of library cards held by elementary school students has also increased. It was suggested that a joint press release about the collaboration be made.

B. Wiebenga inquired about the resurgence in statistics. L. Dick suggested several strategic plan events may have caused the increase. Citing families using the Grab & Go Collection; library staff attending realtors meetings and informing them of information they may pass on to their clients; programs presented at the Town Hall; growth in the e-book and audio book collections; the involvement of the Teen Library Council and other programs and events have helped increase library statistics. J. Hehner moved to receive the report, seconded by J. Herndon, and the motion carried.

OLD BUSINESS

B. Wiebenga inquired about the results of the survey Trustees completed about themselves and Board meetings. The discussion will be an item on the November agenda.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President J. Stafford adjourned the meeting at 6:28 p.m.

Patricia A. Napier, Secretary
Board of Trustees

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