

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 17, 2018**

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

Present: President Ranj Puthran, Vice President Jim Hehner; Members Stephanie Fuhrmann, Jim Garretson; Library Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier; Members Jane Herndon, Jack Stafford; Treasurer Dan Kramer; Managers Katherine Kersey, Christine Owens; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:33p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

S. Fuhrmann moved approval of the minutes of the November 19, 2018 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

November Financial Report: D. Kramer left financial report notes that are included in the board packet. B. Swanay presented the Financial Report stating this month we should be about 92 percent through revenues and expenditures. In addition, we received the first fall distribution of Property and Licenses Excise Taxes. In December we received a second fall distribution which will be reflected in next month's financial report. Interest earnings include \$67,350 in interest from maturing cd's. On line 4990, the transfer is from the 2018 Bond Fund for the reimbursement of the purchase cost of the branch property on Horseferry Road. No major category exceeds 77 percent of budget. Total operating expenditures are 71 percent. While several line items exceed 100 percent, they are relatively small budget items, most tied to branch expenditures. In terms of fund balances, the Lease Rental Fund shows revenues from Property and Excise Taxes, same as Operating. The 2018 Bond Fund reflects the receipt of \$1,412,873 net bond proceeds, and expenses which include transfer to Operating Fund to reimburse the cost of Horseferry Road property (\$472,907) and various cost of issuance (\$70,160).

J Hehner moved to receive the November Financial Report, seconded by J. Garretson, and the motion carried.

December Bills List: D. Kramer provided notes regarding the Bills List. B. Swanay referred to line 6311 to Ice Miller in the amount of \$35,945 for bond counsel for bond issue. Line 6313 reflects the fee to H. J. Umbaugh, Financial Advisor for bond issue. Line 6313 reflects the fee to RATIO for architectural services for expansion and renovation. Line 6422 is for many periodical subscriptions from EBSCO.

J. Hehner moved approval of the December Bills List, seconded by S. Fuhrmann, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: B. Swanay will evaluate the condition of the back parking lot as requested by J. Garretson.

**Minutes of the Board of Trustees Meeting
December 17, 2018
Page 2**

Finance: B. Swanay presented Resolution 10-2018, Adoption of Encumbrances and Transfers. While no numbers are available at this time, this resolution allows bills that will be paid next year to come out of this year's budget. The resolution also allows the transfer of money between line items

J. Hehner moved approval of Resolution 10-2018, Adoption of Encumbrances and Transfers, seconded by S. Fuhrmann, and the motion carried.

Resolution 11 -2018, Transfer of Funds from Operating to LIRF.

J. Garretson moved approval of Resolution 11-2018, Transfer of Funds from Operating to LIRF, seconded by J. Hehner, and the motion carried.

Resolution 12-2018 asks for approval of transferring 10 percent of our operating appropriation to the Rainy Day Fund.

J. Hehner moved approval of Resolution 12-2018, Transfer of Funds from the Operating Fund to the Rainy Day Fund, seconded by J. Garretson, and the motion carried.

Personnel & Policy: 2018 Personnel Changes were included in the packet.

B. Swanay presented a new version of the Library Standards of Conduct Policy. The attorney for Indiana State Library suggested the language on weapons be changed. For this reason, the language was changed to "Possession of Weapons – Carrying weapons of any type on library property is not allowed except provided by Indiana state law." There were other changes regarding use of tobacco products and electronic smoking or vaping, use of radios, laptops, or other listening devices, and motorized vehicles. These changes are included in the board materials. R. Puthran suggested revisiting the use of tobacco, specifically outside, in the future when we have more green space.

J. Hehner moved to adopt the Library Standards of Conduct, seconded by S. Fuhrmann, and the motion carried.

B. Swanay requested adding one 20 hour level 6 Digital Media Specialist. Adding a fourth staff member would allow for better planning of programming and events, better workflows with 3D printer, and better maintenance of existing equipment.

S. Fuhrmann moved to accept the addition of a fourth Digital Media Lab Specialist, seconded by J. Garretson, and the motion carried.

Strategic Planning: C. Walker stated next month there will be a recap of the 2018 Strategic Plan activities and statistics.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report included in the board packet.

Friends: No Report.

Legislative: B. Swanay stated we are working with Jerry Torr to find a way to insert some language relating to construction manager at risk to include libraries in that portion of the law. It is not known if this will happen during this legislative cycle, but it is possible.

Telecommunications: No report.

DIRECTORS REPORT

B. Swanay added to his written report that P. Konshak and he met with Dave Ford and Tony McClure from CPI. Tony McClure will serve as our owner's representative and Dave Ford will stay in close connection to the project. B. Swanay asked Steven Jones from Ice Miller to review the contract with CDI before B. Swanay finalize it. B. Swanay summarized information pertaining to the renovation of the main library. The Steering Committee met with Mayor Brainard. Mayor Brainard found the idea of eliminating 4th Avenue and extending Third Street to be cost prohibitive, although it is not completely ruled out. The meeting ended with the agreement to include the Carmel schools in the conversations since both the library and the school have building projects. The reason to include the schools is to see what overlap might exist and to see what the school's disposition is. Mayor Brainard will drive the timing of that meeting. In the meantime, B. Swanay reached out to the Superintendent regarding a preliminary meeting to explain the library's perspective. J. Garretson stated it might be possible to reach an agreement with the school for common outdoor space, but he feels we should not give up our staff parking property. B. Swanay stated after seeing what opportunities exist with the school, there would come a point when we lay out what elements the library would require if the city develops the staff parking property. At that point, the board can decide if the city developing the staff parking property is in the best interest of the library. Part of the goal is to make sure the city knows we are listening to them. This decision will need to be made in the first quarter of next year. J. Hehner stated the library cannot move forward with any other planning until that question of the parking lot is answered with finality. J. Garretson mentioned that RATIO works a lot with the city. At this point, there are many options on the table. R. Puthran stated the mayor suggested we talk to the church located next to the library. B. Swanay, however, has reached out to them, and they are emphatic that they do not want to sell the land. The next step will be the meeting with the superintendent.

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

B. Swanay stated Casey Wilson will replace Jane Herndon on the Board of Trustees. B. Swanay met with her recently and gave her a tour of the library. Tom Cheesman will continue to be on the Steering Committee. B. Swanay reviewed the statistics of Questers – Adventures in STEAM. B. Swanay stated

overall we are headed to a record breaking year in circulation. Hoopla and downloadable audio continues to grow. By November we hit 2,000,000 in total circulation, which is very strong.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:30 p.m.

Ranjit Puthran, President
Board of Trustees

/jrm