

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 16, 2013**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Treasurer Ranj Puthran; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Peter Konshak, Christine Owens, Christy Walker; Administrative Assistant Becky Bryenton.

Absent: Business Manager Ron Brockett; Foundation Director Ruth Nisenshal; Managers Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Cindy Wenz.

Guest: Woody Holm of Stair Associates.

CALL TO ORDER/WELCOME

President J. Stafford called the meeting to order at 5:31 p.m. All in attendance, including guest Woody Holm, of Stair Associates were welcomed.

AGENDA

J. Garretson moved approval of the December agenda, seconded by R. Puthran, and the motion carried.

MINUTES

R. Puthran moved approval of the minutes from the November 25, 2013 meeting, seconded by J. Hehner.
P. Napier noted the misspelling of Woody Holm in the November minutes. The corrected minutes were unanimously approved.

TREASURER'S REPORT

November Financial Report: R. Puthran presented the November financial report. In November 58% of property taxes have been received with receipt of the remaining amount expected by the end of December. J. Garretson moved to receive the November Financial report, seconded by P. Napier; the motion carried.

December Bills List: R. Puthran presented the December Bills List noting GE Capital for the Ricoh copier; NetTech Corporation for electronic subscriptions to newspapers. Also noted were payments to Overdrive for e-books and the Bank of New York for a bond payment. J. Hehner moved approval of the December Bills List, seconded by Bill Wiebenga, and the motion carried.

Resolution 6-2013 – Adoption of Encumbrances and Transfers: Be It Resolved to adopt the encumbrances and transfers within funds, subject to final accounting, to balance the 2013 Operating Budget, subject to final accounting. J. Hehner moved to approve the resolution, seconded by R. Puthran seconded, motion carried.

REPORT FROM WOODY HOLM

Mr. Holm reviewed the options available for purchasing a new chiller:

- Place the chiller on the roof with a custom unit enclosure.
- Have a custom chiller built with very low sound emitted.
- Work with TRANE to modify a regular chiller with noise dampening technology.

Mr. Holm has been working with TRANE Corporation modifying a chiller unit with equipment that will dampen the noise emitted by the unit.

Hamilton County has scheduled a prevailing wage meeting on December 26, 2013.

J. Garretson moved to authorize W. Phillips to choose appropriate attendees for the meeting, seconded by J. Herndon, and the motion carried.

J. Herndon will be the library's taxpayer representative and W. Holm will be the representative from industry. Other representatives will be named by Hamilton County. The project will be advertised for two weeks with a bid date of January 14, 2014.

Following discussion J. Herndon moved to authorize Stair Associates to advertise for bids as outlined in the meeting. The motion was seconded by J. Garretson, and the motion carried.

Mr. Holm was thanked for his work.

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: No report.

Personnel & Policy: B. Wiebenga noted the quarterly Personnel Changes update.

Strategic Plan: The monthly meeting of the Steering Committee included status updates from each of the initiatives.

The Organizational Innovation committee will design and use a survey in January 2014 to measure customer service improvement during 2013.

The Community Engagement committee is continuing its planning to implement the "Little Free Library" project.

The Service Distribution committee is investigating the possibility of purchasing a bookmobile (aka mobile library) and gathering suggestions about the many uses it can have as a community outreach vehicle.

Some of the SP committees are completing their work and Trustees serving on these teams are encouraged to participate on a different team in 2014.

W. Phillips suggested a logical progression of the strategic plan is to invite participants from the original planning process to serve on some of the initiatives. Mike Hollibaugh, Director of Carmel's Department of Community Services, or his designee, would be a positive addition to one of the teams.

Along with the work of the Strategic Plan teams to integrate into the community, it was suggested each Trustee continue to be in contact with the appointing authority to demonstrate the library's continued relevance in the technology age.

A set of talking points was requested so Board members are united and consistent when relating to appointing authorities.

TRUSTSEE LIAISON REPORTS

Foundation: J. Hehner noted planning for the Downton Abbey fundraising event is moving along and tickets are selling. The event will be on Wednesday, January 29, 2014 at the Palladium.

The Centennial Society is under way and will include the first 100 people making a donation of \$1,000 (in addition to their normal donation). This will be matched by Jim and Joyce Winner.

The annual planning retreat is scheduled for Saturday, January 11, 2014, in the Program Room.

Friends: Five new members will replace those whose terms are completed and are going off the Board. The annual planning retreat is scheduled for Saturday, January 25, 2014 in the CCPL Board Room.

Legislative: B. Wiebenga referred to the Directors Report. The committee will meet again in January.

Telecommunications: J. Garretson reported the committee will not meet until February 2014.

He suggested asking Winston Long to film a program about the history of the Library for the centennial celebration.

W. Phillips was interviewed by Janelle Morrison of *Current in Carmel*. Ms. Morrison is writing an article on the library's centennial.

DIRECTORS REPORT

W. Phillips reported Legislative Advocate Carolyn Elliott is being honored for Excellence in Advocacy by the National Women in Advocacy in Washington, D.C. A note of congratulations will be sent on behalf of the Trustees.

A patron compliment regarding e-books was read to the Board.

W. Phillips thanked the Trustees for allowing the cost of ILF membership for library staff to be paid for with library funds. CCPL is sending 32 staff members to the biennial PLA meeting in Indianapolis in 2014.

J. Hehner thanked library staff for everything they do to make the library a great success. Secretary Napier will compose a letter of thanks to the staff from the Trustees.

J. Garretson acknowledged receipt of the Directors report, seconded B. Wiebenga, and the motion carried.

OLD BUSINESS

The survey taken by Trustees evaluating themselves and the meetings was discussed.

Suggestions of activities include:

- Touring a library department following each Board meeting.
- Attending ILF instructional workshops for Trustees.
- Reviewing *In the Public Trust*.
- Asking Ralph Lundgren to lead a board development workshop.
- Seeking diversity in Board members as part of succession planning for CCPL.

NEW BUSINESS

All were delighted to have Ranjit present at the Board meeting and congratulated him on his award from the Carmel Chamber for outstanding volunteerism.

ADJOURN

President J. Stafford adjourned the meeting at 6:42 p.m.

Patricia A. Napier, Secretary
Board of Trustees