

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
January 28, 2019**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Members Jim Garretson, Casey Wilson; Library Director Bob Swanay; Managers Elizabeth Essink, Lisa Dick, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier; Members Stephanie Fuhrmann, Jack Stafford; Manager Jamie Beckman,

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:35 p.m. All in attendance were welcomed. R. Puthran introduced and welcomed our new board member, Casey Wilson.

AGENDA

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

MINUTES

J. Hehner moved approval of the minutes of the December 17, 2018 meeting as amended, seconded by J. Garretson, and the motion carried. "R. Puthran suggested revisiting the ~~use of tobacco~~ issue of pets on premises in the future when we have more green space."

TREASURER'S REPORT

December Financial Report: D. Kramer presented the year-end report. In December we received the second distribution of property tax which brought collections to 94.27 of what was anticipated. Most of the shortfall was Circuit Breaker. The DLGF Circuit Breaker report showed the library would have lost \$193,158. With that figure factored in, our collections were 99.3 percent. Some budget lines will need to be transferred so that expenses do not exceed the budget line. A resolution was passed at the December meeting allowing this to be done. Budget transfers were done in minor categories. Prior to making transfers, we were at about 80 percent expenditures to budget. This means about 80 percent of our appropriation was spent. Of the remaining money, \$740,000 was transferred to the Rainy Day Fund, and \$750,000 was transferred to the LIRF Fund. In summary, 79.59 percent is what we spent in expenditures. With the transfers, we spent 97.47 percent.

J. Hehner moved to receive the December Financial Report, seconded by C. Wilson, and the motion carried.

December Bills List: D. Kramer presented the Bills List and pointed out that Tutor.com in the amount of \$23,000 was paid for from the Foundation. D. Kramer also pointed out the lease payment to the Building Corporation which then makes debt service payments to bond holders. We have two payments left. One of the payments is paid from our debt service reserve fund, and the other one is paid from a tax levy. We issued GO Bonds to keep the tax levy the same. We have three debt service payments in 2019.

J. Hehner moved approval of the January Bills List, seconded by J. Garretson, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: D. Kramer said both the 2018 and 2019 Budget Orders can be found in the board packet. The lease rental payment rate, which is the same as debt service tax rate, stayed exactly the same as it has in the past, as was our goal. The certified debt service budget for 2018 was \$1,959,000 and for 2019 was \$2,886,000. We had to appropriate the lease rental fund balance of \$949,000 which we will be required to spend on debt service. When that is the last payment on the bond issue, anything that is in reserves must be spent. We also needed an appropriation for the first six months of the lease rental payment to the Building Corporation and an appropriation for the total year of the General Obligation bonds. We sold those to keep the tax rate up. The 2019 Certified Budget includes GO debt service, lease rental payment, and reserve fund monies. D. Kramer will find out what percentage of our AV is "tiffed" (Tax Increment Financing).

Personnel & Policy: B. Swanay referred to a Facilities Supervisor job description that is included in the board packet. B. Swanay met with the Personnel Committee and C. Wenz, and they concluded that a Facilities Supervisor is a necessary addition to the staff because of renovations/expansions, the addition of the branch, the mobile library, and the Digital Media Lab. J. Hehner suggested changing the wording in the job description to make it less limiting in the section regarding "work with maintenance contracts and oversee inspections and servicing of." Wording might be changed to "including but not limited to." Additionally, J. Hehner suggested including wording regarding the responsibilities for this position associated with the mobile library.

J. Garretson moved to approve the position of Facilities Supervisor, seconded by J. Hehner, and the motion carried.

Strategic Planning: C. Walker stated the board packet contains an update on the strategic plan reviewing 2018. Pages 2 – 4 are about the four major goals of the strategic plan: enhancing services, meeting the community where they are, being a catalyst for learning, creating, discovering, and sharing, and building relationships. The report shows what has happened in 2018 in regard to those four goals. The idea of expanding with a branch on the west side came from goal 2. The main library renovation/expansion came from goal 3. This is the last year of the 3 year strategic plan.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written Foundation Report. The Foundation ended 2018 at 119 percent of the budgeted income. L. Hamilton thanked the board for their attendance at all the events. The endowment total is now a \$654,000. L. Hamilton will send a list of Foundation Board members to Board of Trustees.

Friends: B. Swanay reported the Friends had their annual retreat. B. Swanay will share a list of the Friends Board with the Board of Trustees. David Bowers is the incoming president. The focus this year will be on improving the process of dealing with donated books. Space is an issue.

Legislative: No report.

Telecommunications: No report.

DIRECTOR'S REPORT

B. Swanay submitted a written report. In addition, B. Swanay stated the he would speak to the Carmel Council on February 4, 2019. B. Swanay pointed out that that circulation was at an all-time high at about 2.2 million for 2018. In addition, adult circulation grew by 3.7 percent. Blu-ray for adult grew 8.4 percent and for children 2 percent. Audio CDs dropped 14.6 percent. Music CDs for adults dropped 22.1 percent. On the other hand, downloadable audio grow 22.4 percent. Hoopla grew 41 percent. In the Children's Department, their collection circulated 6.2 percent more over 2017. Twenty-two hundred programs were offered with nearly 80,000 in attendance. The mobile library grew in every category in terms of items circulated, number of stops, and the door count. The Digital Media Lab showed a growth of over 17 percent more visits then the previous year. The Whisper Room reservations were up 15 percent with 750 reservations in 2018. 3-D printing volume increased 93 percent based on the amount of filament used. On page 5 of the written report, B. Swanay proposed how we can use Ice Miller as general counsel. If this proposal looks agreeable to the board, B. Swanay will ask Ice Miller to provide us with an engagement letter. The engagement letter would allow that on simpler items, we can continue to use Jeffrey Meunier; on specialized items, we will use Ice Miller. The board agreed to have B. Swanay proceed with an engagement letter from Ice Miller.

J. Hehner moved acceptance of the January Director's Report, seconded by C. Wilson, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:33 p.m.

Ranj Puthran, President
Board of Trustees
/jrm