

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
March 25, 2013**

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

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

Absent: Member Jim Hehner; Foundation Director Ruth Nisenshal; Business Manager Ron Brockett; Managers Hope Baugh, Katherine Kersey, Beth Smietana, Cindy Wenz.

CALL TO ORDER/WELCOME

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

AGENDA

J. Herndon moved adoption of the Agenda, seconded by R.Puthran, and the motion carried.

MINUTES

J. Herndon moved approval of the February 25, 2013 minutes of the Board meeting, seconded by R. Puthran and the motion carried. B.Wiebenga moved approval of the minutes of the February 25, 2013 Executive Session, seconded by J. Garretson, and the motion carried.

TEASURER'S REPORT

Treasurer J. Herndon reported receipt of payment from COIT and moved to accept the Treasurer's report. It was noted that interest earnings from the Rainy Day Fund are deposited in the General Fund, leaving a constant balance in the Rainy Day Fund. P. Napier seconded, and the motion carried.

Of note on the Bills List is a quarterly insurance payment to Fearn Insurance and a payment to Santarossa Mosaic and Tile for Caesarstone table tops on the study room tables. Payment to TASB, Inc. is an annual subscription renewal for BoardBook. Payment to Electronic Evolutions is for projectors and related equipment to replace equipment in the Program Room and in the Children's Storytime Room. Foundation funds were used to pay Library Ideas LLC for the annual subscription to Freegal for downloadable balance for use of Freegal. J. Herndon moved approval of the Bills List, seconded by R. Puthran, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: J. Herndon reminded the Board of Mike Reuter's presentation at the April 22 meeting beginning at 5:00 p.m.

Legislative: B. Wiebenga reported the bill for mandatory review of library budgets has been replaced with a committee to study how libraries are funded. The budget has not changed and funds for INSPIRE and computer connectivity fees remain reduced.

Personnel & Policy: B Wiebenga reported the committee met to review implications of the Affordable Care Act. Issues involved are internal to the staff. The committee was successful in identifying all of the options.

Strategic Planning: J. Herndon reported a library wide programming committee has been formed and the meetings have been positive.

TRUSTEE LIAISON REPORTS

Foundation: J. Herndon reported the Foundation is interested in working with the library committee coordinating efforts to celebrate the 100th anniversary of the Carnegie Library.

Friends: P. Napier reported the spring book sale will be the week of April 25.

Telecommunications: No report.

DIRECTOR'S REPORT

W. Phillips distributed postcards illustrating the new *Pronunciator* software program designed to aid in learning foreign languages. This new program is relevant to the strategic planning objectives.

A copy of the 2013 Annual Report was received positively by Board members.

Lt. Jeff Horner presented a program to Managers about actions to be taken if someone threatens library patrons and staff with a weapon, specifically a firearm. A committee will build on this information to develop procedures to be practiced periodically by library staff. Coordinating with Carmel Clay Schools is an objective. Homeland Security is a good resource for information.

There was discussion about the Foundation's plans to attain operational self sufficiency. The Foundation brings a lot to the community with the outstanding programs it presents, although it's also important for donors to believe their financial contributions are being well used.

The report from Johnson Grossnickle Associates (JGA) encouraged the Foundation Board to focus more on local individual donors rather than on corporate donors.

The library's activity on social media was noted as a positive trend. B. Weibenga moved to accept the Director's report, seconded by J. Herndon, and the motion carried.

The remote dropbox has been receiving approximately 1,000 items per week. The Service Distribution team is still looking for ways to improve service on the west side.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

The meeting adjourned at 6:19 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/bb