

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
February 22, 2016**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer; Members Jim Garretson, Jane Herndon, Jack Stafford, Bill Wiebenga; Library Director Carolyn Goolsby; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier (regrets); Foundation Director Liz Hamilton; Manager Peter Konshak

CALL TO ORDER/WELCOME

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

AGENDA

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

MINUTES

B. Wiebenga moved approval of the minutes of the January 25, 2016 meeting, seconded by J. Hehner, and the motion carried.

J. Garretson moved to approve the minutes of the January 25, 2016 Executive Session meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

January Financial Report: D. Kramer mentioned that the major source of revenue in the Operating Funds Receipts and Expenses for January was the County Option Income Tax. The total of \$288,147 compares to last year's monthly receipt of \$271,000 which is a difference of \$17,000 per month or about a \$200,000 annual increase in County Option Income Tax. D. Kramer stated 8.33% or 1/12 of the year is the predicted percentage of receipts and disbursements. D. Kramer mentioned the group insurance is typically closer to \$50,000; however, because there was money in the budget, the January premiums for life, health and dental was paid on December 31, 2015. D. Kramer stated the percentages do not mean much at this point, since we are only one month into the year.

D. Kramer said the Encumbrance Report is generated in the new accounting software. It used to be created in an Excel spreadsheet document. D. Kramer clarified that the Dell computer expense was paid last month through encumbered funds. In terms of balances, D. Kramer noted that for the next five months the operating balance will decrease because the \$288,000 which is our major receipt is not enough to cover our expenditures. Then in May we will get the first preliminary disbursement of property taxes. C. Goolsby explained the UPS encumbrance is for an Uninterruptable Power Supply for Peter's computer room. It was applied for under e-rate allowing CCPL to get a 40% rebate. This rate may not be available next year. It was sent through the e-rate RFP process. It has not been ordered yet because we must get bids on it. The UPS will reset itself in the event of power outages.

J. Hehner moved to receive the January Financial Report, seconded by J. Herndon, and the motion carried.

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February Bills List: D. Kramer presented the Bills List and pointed out on page 2 under 6352 the electricity bill to Duke Energy was \$12,180 which can be compared to over \$19,000 for August or July. Another invoice he pointed out is on page 3 under Recorded Books on line 6372 for an annual fee of \$14,277 to Zinio. C. Owens explained that Zinio provides digital magazines allowing patrons to read magazines on their devices.

J. Hehner moved approval of the February Bills List, seconded by J. Stafford, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: C. Goolsby reported a roof leak in the foyer on the way to the program room. N. Newport stated the company will come back tomorrow to try to fix it. C. Goolsby explained Conzer Security will install additional door counters on the interior doors to the library to determine how many people that enter the doors actually enter the library proper.

Finance: D. Kramer stated more money was put into Hoosier Fund. Its rate went from .36% to .39%. C. Goolsby and Mike Reuter met to find a way to preserve the rate once the bond rolls off and to try to balance the budget because of the portion that cannot be allocated. C. Goolsby said they are looking at how to move some items into the operating expense to help save the rate. J. Herndon mentioned that the DLGF will apply the operating balance and debt service the last year. So even though it may appear we have a year to pay according the debt service schedule, they make you apply that extra payment so you actually only have half a year; therefore, some things will need to be done in advance to prepare for this.

Personnel & Policy: No Report

Strategic Planning: C. Walker reported the Dabble Creative Team is beginning to think about concepts for Maker Spaces or Digital Media Lab. The team is looking forward to visiting the Bartholomew County Library and the Monroe County Library to look at their spaces to gather ideas for CCPL. C. Goolsby stated the Board Retreat is Saturday, February 27. A packet, including an agenda, will be available on Wednesday that will include some articles for trends in libraries. The retreat begins at 9:00 a.m. J. Herndon requested the materials for the Board Retreat to be prioritized since there is not much time before the meeting. R. Puthran asked about the format. C. Goolsby responded that process will be worked on first, whether to Board likes the process or whether it should be altered. Next, there will discussion on trends in libraries and the overarching concepts the Board would like CCPL to achieve.

TRUSTEE LIAISON REPORTS

Foundation: The Foundation had a Retreat on January 30 that was well attended. The new officers and new members were introduced. The day was spent strategizing on fundraising activities for the next year. The day ended with everyone getting a list of five people to whom they would write thank you notes.

Friends: No report.

Legislative: B. Wiebenga stated he needed to make a correction in regards to the state wide adjusted quotient for increases in nonfarm income versus county. If that bill had remained intact and passed, it would be whichever of the two was the lowest. Any given year, then, it could have been either one depending on which of the two was the lowest. This is irrelevant, however, because it dropped out of the bill as it left the Senate. Bill 344 was not scheduled for a floor discussion, so it died. The bill that allows libraries to issue temporary library cards to people who are temporarily living in the area, like college students, is moving forward without any complication. B. Wiebenga stated according to Senate Bill 321, we no longer have to have the nonbinding review of our budget by city council. Carolyn Elliott raised two long term topics to consider. The first issue has to do with reviewing the library code with the idea of eliminating legislative action to accomplish tasks specific and narrow in focus like issuing temporary library cards. This would give libraries more control over these kinds of issues. The second issue is in regards to one single local optional income tax for every district. This will not affect Hamilton County because we only have one. Other counties, however, have multiple optional income taxes. The issue is the allocation of funds in those counties. There are some libraries that are heavily dependent on local option income tax that could be adversely affected once local jurisdictions begin reviewing how these funds are allocated. B. Wiebenga said the ILF will be setting up a study group to review this process with Mike Reuter being a member of the group.

Telecommunications: No Telecommunication report; however, J. Garretson discussed the development of a new park. J. Garretson explained that when the Monon Center was built, a \$55,000,000 bond was issued with a lot of that money dedicated to the Parks Department. He toured the west side of Central Park and described it as having a splash park, large play area, four buildings, shelters, and parking for 175 cars. J. Garretson was impressed with the quality of the park that should open the week before Memorial Day. J. Herndon asked for an update on West Park. J. Garretson stated 45 acres of land was acquired that connects to the existing park making a total of 120 acres. That park includes a sledding hill and a splash park. It is being determined what people want included in the park. J. Garretson mentioned the tremendous management and planners of the Parks and Recreation System and noted that they are being recognized with national awards and accreditation by the Wildlife Federation. N. Newport stated West Park has its second meeting Tuesday, February 23 at the Villages of West Clay in the Meeting House. N. Newport described the first meeting and stated the recording of the meeting can be found at mywestpark.com.

DIRECTORS REPORT

C. Goolsby announced she will attend the Township Council Tuesday evening to receive a grant from the township for Summer Reading. Anne Hensley Poindexter will represent the Foundation. C. Goolsby clarified that the grant money goes through the Foundation to the library. She commended CYS on the "Explore Science and Engineering" program. Purdue and the Link Observatory were partners in the program that had about 350 attendees. Tim Dorsey is the next author visit on Feb. 29. The Concert: Celtica is on March 4. CYS has a new resident, a Crested Gecko.

J. Hehner moved to receive the Directors Report, seconded by J. Stafford, and the motion carried.

C. Goolsby mentioned a slight drop in statistics for the month of January. She is not concerned, but will keep an eye on things. B. Wiebenga mentioned that most statistics were higher from 2014 to 2015; therefore, he suggested the slight decline must be a fluke.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

J. Hehner stated that Ron Carter requested CCPL to present at one of their meetings. J. Hehner commended C. Goolsby on her talking points, and B. Jenneman for the Year in Review. J. Hehner and C. Goolsby gave a 5 – 7 minute presentation that was well received.

ADJOURN

President R. Puthran adjourned the meeting at 6:19 p.m.

James Garretson, Secretary Pro Tem
Board of Trustees
/jrm