

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 19, 2018**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Secretary Patti Napier, Treasurer Dan Kramer; Members Stephanie Fuhrmann, Jim Garretson, Jack Stafford; Library Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Member Jane Herndon; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:32 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Hehner moved approval of the minutes of the October 22, 2018 meeting, seconded by J. Garretson, and the motion carried.

TREASURER'S REPORT

October Financial Report: D. Kramer presented the Financial Report stating we are through 83 percent of the year. The highest expense category is Personnel at 70 percent, with every other category being significantly lower. There is a transfer of \$10,897 which came from bond funds. It is a reimbursement for a portion of the design fees. In terms of fund balances, the state technology fund grant is exhausted. The Foundation will pay for the internet service provided by ENA for the next two months. There is a new 2018 bond fund. One percent of the principal amount of the bonds is \$14,250 which is the good faith amount. The bonds sold in October but did not close until November. We received the bond funds last week. There is also a legal fee to Mr. Meunier.

J. Garretson moved to receive the October Financial Report, seconded by J. Stafford, and the motion carried.

November Bills List: D. Kramer mentioned the Presidio bill which was an encumbrance. In addition, there is an annual MCLS patron data base fee for \$24,000 for Reference USA.

J. Hehner moved approval of the October Bills List, seconded by P. Napier, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: B. Swanay stated he has a proposal for an owner's representative from CTI Construction, Mr. Dave Ford. B. Swanay stated a water heater was replaced and work will be done on the chiller soon. Culture Light will be scheduled monthly to monitor lighting. B. Swanay said the carpet cleaning schedule will increase in CYS from quarterly to bi-monthly beginning in 2019. B. Swanay thanked P. Konshak for his work with the branch to make sure we stay on schedule. As we anticipate beginning construction the early part of next year, one thing to consider is to hire an owner's representative who will monitor the construction process on our behalf. In addition to being helpful for

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the branch project, it could give us experience with an owner's rep in tandem with a construction manager for the larger project of the main library. B. Swanay referenced the proposal included in the board packet from Dave Ford. Dave Ford gave two proposals. The first ones were owner's rep; the second one was for services as a construction manager at risk which is not an option of which libraries are able to take advantage. For this reason, the only proposal that should be considered is the owner's rep proposal. J. Garretson commended the work of CTI. There was discussion regarding the necessity of an owner's rep. It was decided to accept the owner's representative.

J. Garretson moved to accept the proposal of CTI Construction to assist in the branch project, seconded by J. Hehner, and the motion carried.

Finance: D. Kramer presented information from Umbaugh explaining the bond issue in detail.

Personnel & Policy: P. Napier referred to the material included in the board packet regarding the Library Standards of Conduct. The changes have been highlighted. The change in policy is about how to handle uncomfortable situations with patrons. In addition, under Motorized Vehicles are changes regarding student use of the parking lot. J. Hehner warned about improperly inhibiting someone from something for which they are permitted to do, such as carrying a weapon. He stated this situation can result in automatic damages. J. Hehner suggested calling the Library Federation to see if they have a policy like this in place regarding the carrying of a weapon. B. Swanay will check with the Indiana Library Federation and report the findings to the staff. The vote for the changes to the Standards of Conduct will be made at the December Board Meeting.

P. Napier referred to the 2019 proposed salary increases. Staff will receive a 3 percent increase. There is a 2 percent adjustment in the salary/hourly pay schedule, except at the page level. The salary/hourly pay schedule will be increased for the page level by 3 percent. Lastly, staff insurance costs will raise to one dollar per month.

P. Napier moved approval of salary increases, seconded by J. Garretson, and the motion carried.

Strategic Planning: C. Walker stated one of the objectives in the Strategic Plan is to provide patrons of all ages with creative and innovative library services. One of the ways we have of measuring this objective is that staff are giving presentations at conferences to share the innovative work they are doing. Last week, CCPL staff were participating in four different presentations at the Indiana Library Federation Conference. Brooke Baker from Reference and Katherine Huddle from IT talked about interactive library programming for adults and about technology competency for staff. B. Swanay and P. Konshak shared information with the Director's Round Table about the Digital Media Lab. Karen Steinberger from YA talked about using the Young Hoosier Book Award as a way of engaging with young patrons. In addition, Katie Blackthorn from YA was a co-presenter of a webinar about libraries using the social media platform Instagram. It had over 700 virtual attendees. It is worth noting as we are working our way toward the goal of expanding our award winning services, we are being recognized as a leading library.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: No report.

Legislative: No report. J. Hehner stated that the legislative session is coming up. B. Swanay will be the representative.

Telecommunications: J. Garretson stated there had been a quarterly meeting on November 9th. Charter Communications, or Spectrum, and MetroNet do not have contracts with users. AT&T and Comcast do have contracts. Comcast is adding more fiber. MetroNet reports they are going after customers in the next sixty days. They have been mostly involved in laying cable. The City Council directed Winston Long to inquire from the four companies about the possibility of building one trench with a conduit that all companies could use. The response was that most companies bore underground rather than trenching. The companies were not interested in the idea. They do not want to tell one another where they are going. It is proprietary information of where they are going to serve which makes them reluctant to release that. When the Telecommunication Committee began, it was originally known as the Carmel Cable Committee. It was changed a few years ago to Carmel Cable and Telecommunications. Recently, steaming has been growing, and cable is declining which will mean a potential loss of over \$500,000 per year in cable fees to the city. Streaming does not have tax. There was originally a tax of about \$4 on the basic cable service. The 5G internet service is now in demand. Verizon and AT&T are taking two different approaches. Verizon has begun installing tall green poles in Fishers. They are anywhere from 20 feet to 50 feet high. They are between 300 and 400 feet apart. A box that has been described as a microwave oven sets on top of the poles. The problem is if homeowners are too close to the box. There is a health concern regarding these boxes. AT&T is putting something on telephone poles which are much smaller. These are areas that need to be monitored. This commission has no power at this time. When it was created, the city had power over the carriers. The industry has huge lobbying apparatus. They successfully lobbied Congress and the State Legislature into passing laws that took the authority away from local communities and gave it to state regulators. In our case, the Indiana Utility Regulatory Commission has the authority. For this reason, the Carmel Cable and Telecommunication Committee is a liaison from the County Council and the consumer to discuss issues with the four cable companies. The focus will need to be changed from cable to internet, since that is where the growth is going to be.

DIRECTORS REPORT

B. Swanay stated CCPL is preparing offer a new streaming video service, Kanopy. It will be a different package of videos that can be streamed from multiple devices. The content will be classic movies, foreign films, and Criterion collections. The statistics this month show the digital checkouts increasing. Hoopla statistics show check outs are up 46 percent over the same time last year. Downloadable audio is up 26.8 percent; downloadable e-books are up 24.4 percent. The digital content still has a lot of room for further growth. Also, we are once again a 4-star library as rated by Library Journal. B. Swanay said P. Konshak is working on getting a fresh evaluation of our options regarding security cameras. P. Konshak

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will get three quotes. Some of the cameras have more features, such as increased resolution. In addition, P. Konshak will consult with companies about placement of the cameras.

J. Hehner moved to accept the Directors Report, seconded by S. Fuhrmann, 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 6:32 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm