

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
September 23, 2019**

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

Present: President Jim Hehner, Vice President Jim Garretson, Treasurer Dan Kramer, Secretary Patti Napier; Members Stephanie Kim, Ranj Puthran, John Williams; Director Bob Swanay; Assistant Director Beth Meyer; Managers Jamie Beckman, Lisa Dick, Katherine Kersey, Peter Konshak, Mandy Lotarski, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Facilities Supervisor Fred Sheats; Administrative Assistant Johnna Mishelow

Guests: Jane Herndon, Kevin Huse

Absent: Casey Wilson

CALL TO ORDER/WELCOME

President J. Hehner called the meeting to order at 5: 33 p.m. All in attendance were welcomed.

AGENDA

P. Napier moved to adopt the agenda, seconded by R. Puthran, and the motion carried.

MINUTES

J. Garretson moved approval of the minutes of the August 26, 2019 Public Hearing, seconded by J. Williams, and the motion carried.

J. Garretson moved approval of the minutes of the August 26, 2019 Board of Trustees meeting, seconded by P. Napier, and the motion carried.

J. Garretson moved approval of the August 26, 2019 Executive Session, seconded by R. Puthran, and the motion carried.

Also included in the Board packet was Mike Reuter's Fiscal Plan presentation summary.

J. Garretson moved to receive Mike Reuter's Fiscal Plan summary, seconded by J. Williams, and the motion carried.

TREASURER'S REPORT

August Financial Report: Treasurer D. Kramer presented the Financial Report noting we are 66 percent of the way through the year. Currently the bottom line of expenses is 54 percent. On the revenue side, D. Kramer stated just under \$360,000 were earned in interest this year, or just under \$30,000 per month. This will not continue because we will be spending down the balances. The consultant expenses will continue to be high for the rest of the year.

R. Puthran moved to receive the August Financial Report, seconded by S. Kim, and the motion carried.

September Bills List: D. Kramer presented the September bills list noting the consultants line, such as Baker Tilly, Ratio, and Mike Reuter.

S. Kim moved approval of the September Bills List, seconded by J. Williams, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: F. Sheats stated a Ford Transit 250 with a ramp and a tailgate seems like the best option for transportation between the main library and the branch. F. Sheats is working on finalizing. In addition, F. Sheats mentioned that he has requested proposals of contracts that have come due.

Finance: Resolution 9-2019: D. Kramer presented the Budget Adoption of 2020 Operating Fund, Library Improvement Reserve Fund, Lease Rental Fund, and Rainy Day Fund. The form states that the board accepts last month's budget as presented by Mike Reuter. The resolution will show that the board is aware of what the budget is when we go for binding review. The first hearing for the binding review is on October 7. B. Swanay stated we plan to spend 8 million dollars from the Rainy Day fund and an additional 6 million dollars from the Operating fund.

J. Garretson moved to accept Resolution 9-2019, seconded by P. Napier, and the motion carried.

J. Herndon stated the Final Bond Resolution 10-2019 is included in the board packet. It authorizes the full \$29,995,000, but it reserves the ability to issue that in multiple series of bonds if we chose to. The process of the public hearings and the thirty-day notice process was for the full amount. The board is asked to approve the full amount, and the City Council will also be asked to approve the full amount. Then, it will be up to the board, the financial manager, and municipal advisor on what they suggest as the actual timing of the issuance. Right now, the plan is to do a series of bonds beginning this year for about 3 million dollars. The balance of the bonds will be issued most likely next year after receiving construction bids. Resolution 10-2019, Final Bond Resolution, contains all the documentation in detail with regard to the terms of the bonds. It also has a form of bond; if one were looking through it and saw some blanks, the blanks are really the for the final form of the bond. Once the bonds are sold, the form will be used with the correct terms in it and that will be the basis for the bonds that get issued to the bond holder.

J. Williams moved approval of Resolution 10-2019, seconded by R. Puthran, and the motion carried.

J. Herndon presented 11-2019 Approving Amended and Restated Post-Issuance Compliance Procedures. Resolution 11-2019 is consistent with a resolution passed last year when the board adopted post-issuance compliance procedures. Last year, the board selected the Finance Manager as the compliance officer. The compliance procedures need to be amended because of some Security Exchange Commission's changes in their rules. Resolution 11-2019 is an amended and restated post-issuance procedures.

R. Puthran moved approval of Resolution 11-2019, seconded by P. Napier, and the motion carried.

Personnel & Policy: P. Napier presented the Internet Use Policy noting that no changes were made from last year. The policy simply needs to be reaffirmed every year. The Resolution 8-2019 Internet Policy Review is included in the packet. There was discussion about filtering certain words on the internet. It was decided we would keep filtering in mind for the future discussion. J. Hehner stated the culture of libraries is to guard the privacy of patrons. B. Swanay stated our Privacy Policy is strongly worded.

Resolution 8-2019 – Internet Policy Review

R. Puthran moved approval of Resolution 8-2019, seconded by J. Garretson, and the motion carried.

Personnel Changes:

A report reviewing personnel changes was included in the packet. B. Swanay welcomed Beth Meyer.

Collection Development Policy:

B. Swanay presented a draft of the revised Collection Development Policy. B. Swanay the staff has worked on the Collection Policy for months. This policy is a value statement from the library that explains to the public the rationale of collection selection. The Collection Policy reflects our Mission Statement. One big change in the policy is regarding the reconsideration of materials. The current policy lays out a process where the Assistant Director, a manager, and a staff member review a challenged work and make a recommendation to the library director. The director makes an ultimate decision. B. Swanay stated it is generally considered best practice to involve the library board in the process. The draft version of the policy states instead of the director being the last person to respond, he/she will be the first person to respond to a challenged work. The director will work with the patron and render a decision. If the patron

wants to challenge the decision, the board will set up a committee. That committee will make a recommendation to the board. Then, the board will make a decision. The policy states that if a patron thinks an item is not constitutionally protected, the burden of proof rests with the patron.

J. Garretson moved to adopt the Collection Development policy draft, seconded by R. Puthran, and the motion carried.

Strategic Plan: C. Walker stated that in support of the strategic goal of meeting the community where they are, the Digital Media Lab will have a booth at the International Arts Festival this weekend, and the mobile library will also be present.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a Foundation Report included in the Board packet. In addition, L. Hamilton stated she is receiving many reservations for the Guilded Leaf and Writers at the Pavilion. It could be the first year we have a sell-out. Furthermore, there were 500 attendees at the Churchill event. L. Hamilton gave the board folders that included the donor intent form and the gift acceptance policies and guidelines. Also included in the folder was an overview of the agreement with Jim Winner and the naming rights to the west branch. B. Swanay stated at the last meeting there was discussion about potential name change for the main library. After conversations, B. Swanay stated he is not recommending a change at this time. B. Swanay made a recommendation for the branch name to be The Carmel Clay Public Library Joyce Winner West Branch.

J. Garretson moved to approval of the recommended name of the west branch, seconded by S. Kim, and the motion carried.

Friends: P. Napier mentioned that Book Sale volunteers will be needed October 2 – 7. Any involvement in the book sale was encouraged. In the last Friends meeting, P. Napier said a vote was taken to merge the Friends and the Foundation, and it passed unanimously.

Legislative: There was no report.

Telecommunications: J. Garretson stated the Telecommunications Commission will also be at the City Council meeting on October 7. The Commission made a recommendation to the Council. The recommendation includes passing an ordinance that would not allow a cell tower on 5G to be within 1,500 feet of a school or 1,000 feet of a dwelling. J. Garretson stated that that will not pass because of the FCC.

A recommendation by the Commission has not been done before.

DIRECTORS REPORT

B. Swanay submitted a written report. B. Swanay stated that in addition to the October 7 and October 21 City Council meetings, we are anticipating going to the Council for approval of bonds on November 18. B. Meyer introduced herself. Bob Swanay stated B. Meyer is steering the new strategic planning process. B. Swanay said RFPs are out for Owners Rep. services for the main library expansion. Proposals are due September 30. J. Hehner stated there is a change in the timeline. The date for the hearing to give authority for the bonds will be November 18 at 6:00 p.m. J. Hehner encouraged any board members to attend.

Board of Trustees Meeting Dates for next year included in packet.

2020 Holidays and Closure Dates for next year included in packet

R. Puthran moved to receive the Directors Report, seconded by J. Williams, and the motion carried.

OLD BUSINESS

NEW BUSINESS

ADJOURN

President J. Hehner adjourned the meeting at 6:36p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm