

**Carmel Clay Public Library
Board of Trustees Meeting
June 22, 2015**

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

Present: President Jack Stafford; Treasurer Ranj Puthran; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Finance Manager Dan Kramer; Foundation Director Liz Hamilton; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Emily Westcott

Absent: Vice President Bill Wiebenga; Manager Peter Konshak

CALL TO ORDER/WELCOME

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

AGENDA

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

MINUTES

J. Herndon moved approval of the minutes of the May 18, 2015 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

May Financial Report: R. Puthran presented the Financial Report. He pointed out the amount reflected for property taxes is a preliminary total. The final balance will appear in the July Financial Report. He mentioned the total spending for Equipment and Book Processing Supplies. W. Phillips said the negative amount is primarily due to payments associated with *ccpl2go*. Expenditures through May 31 indicate we are under budget, having spent less than 35% of the appropriation. Adjustments will be made at the end of the year, as usual, to reconcile individual budget categories that are either over or under budget.

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

June Bills List: R. Puthran presented the Bills List, noting on page 5 expenses associated with the Director search, including payment to the consulting firm used as well as meals and lodging; page 6 final payment to OBS for *ccpl2go*, which is now completely paid for; page 6 partial down payment to RJE Business Interiors for reupholstering about 64 chairs; page 7 payment to Santarossa Mosaic & Tile Company for replacement of floor grids in the entryway; page 7 Jazz It Up pertains to Summer Challenge expenses, including t-shirts, all of which are paid for by the Gift Fund.

J. Hehner moved approval of the June Bills List, seconded by J. Herndon, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: The drainage hole in the parking lot will be filled and resurfaced soon. N. Newport explained the power needs for *ccpl2go*. A transformer will be installed and all necessary boring will be confined to the staff parking lot. The generator for *ccpl2go* will then be plugged into a power source. Housing for *ccpl2go* is the next Mobile Library objective. The Carmel Fire Department's use of temporary housing at one of their stations may provide some structural inspiration.

Finance: No report.

Nominating: No report.

Personnel & Policy: J. Garretson moved to appoint N. Newport as interim Director, effective July 1, 2015, seconded by J. Herndon, and the motion carried.

J. Herndon moved to give the President and Human Resources Manager the authority to determine appropriate compensation for the Interim Director, with the amount not to exceed the salary of classification 10 (Director), seconded by J. Garretson, and the motion carried.

R. Puthran moved to appoint Carolyn Goolsby Library Director, consistent with the offered terms and effective August 16, 2015, seconded by J. Hehner, and the motion carried.

J. Herndon moved to suspend formal rules with regards to amending the Policy Manual on the first reading, seconded by J. Hehner, and the motion carried.

J. Herndon moved to amend Policy 3.1.13, changing the maximum reimbursement allowed for moving expenses from \$2,500 to \$5,000, seconded by J. Hehner, and the motion carried.

J. Stafford presented Resolution 6-2015 Annual Review of the Non-Resident Fee, recommending the fee remain at \$100 from July 2015 through June 2016. J Herndon moved to adopt Resolution 6-2015, seconded by R. Puthran, and the motion carried.

Strategic Planning: No report.

TRUSTEE LIAISON REPORTS

Foundation: No report.

Friends: No report.

Legislative: No report.

Telecommunications: No report.

DIRECTOR'S REPORT

W. Phillips reminisced on her many years at CCPL, expressing gratitude for the individuals she has worked with and the fond memories she has collected. J. Hehner moved to receive the Director's Report, seconded by R. Puthran, and the motion carried.

OLD BUSINESS

J. Stafford presented the slate of officers for 2015-2016: President R. Puthran, Vice President J. Hehner, Secretary P. Napier, Treasurer D. Kramer. Committees will remain the same as they were during the 2014-2015 term.

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NEW BUSINESS

J. Herndon motioned for adoption of a proclamation to be presented at W. Phillips' retirement reception on June 26, 2015, seconded by P. Napier, and the motion carried.

ADJOURN

President J. Stafford adjourned the meeting at 5:53 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/emw