

**Carmel Clay Public Library
Board of Trustees Meeting
December 17, 2012**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Treasurer Jane Herndon; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Ranj Puthran; Library Director Wendy Phillips; Assistant Director Nancy Newport; Business Manager Ron Brockett; Foundation Director Ruth Nisenshal; Managers Hope Baugh, Lisa Dick, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Becky Bryenton.

Absent: Manager Beth Smietana.

CALL TO ORDER/WELCOME

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

AGENDA

J. Hehner moved adoption of agenda, seconded by R. Puthran, and the motion carried.

MINUTES

J. Garretson moved approval of the minutes of the Executive Session and the minutes of the regular Board meeting held on November 26, 2012, seconded by P. Napier, and the motion carried.

TREASURER'S REPORT

Treasurer J. Herndon presented the November 2012 Financial Report noting receipt of 100% of property taxes and COIT for the year. Also of note is the amount of the electric bill and low interest earnings. The water bill increased due to an almost double increase in rates from the water company. P. Napier moved to receive the Treasurer's report, seconded by J. Hehner, and the motion carried.

J. Herndon presented the December Bills List noting the payment to Simpson Services; Emerson for replacement batteries for the UPS approximately every five years; NetTech for phone system maintenance; and to Bank of New York for semi-annual bond payments.

Materials purchased of note were the MCLS data base which is an annual expenditure; annual payment for subscription services; and payment to NOW Courier transporting materials from the west side drop box once per day.

B. Wiebenga moved approval of the December Bills List, seconded by J. Hehner, and the motion carried.

J. Herndon presented three resolutions for approval:

Resolution 6-2012 Transfer of Operating Funds from Category 4 to Category 3. This resolution is a result of State Library separating electronic resources from other library materials. To account for electronic resources other accounts were created and funds are being transferred into these new accounts. J. Herndon moved approval of Resolution 6-2012, seconded by B. Wiebenga. B. Wiebenga requested assurance this procedure will be approved by State Library and the State Board of Accounts. W. Phillips stated both entities approve the action. The motion carried.

Resolution 7-2012 Adoption of Encumbrances and Transfers to reconcile accounts within the Operating Fund Budget subject to final accounting to balance the 2012 Operating Budget. J. Herndon moved approval of Resolution 7-2012, seconded by B. Wiebenga, and the motion carried.

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Resolution 8-2012 To Use Operating Funds for Lease Rental Payment in order to retain a reserve in the Lease Rental fund to cover one bond payment in December 2012. Therefore \$876,500 will be taken from the Operating Fund to cover the final 2012 Lease Rental payment. The actual payment is \$1,000 less than that shown in BoardBook due to an accounting error by the State. J. Herndon moved approval, seconded by J. Garretson, and the motion carried.

Committee Reports

Building & Grounds: Wendy reported analysis from Stair Associates suggesting it would not be in the best financial interest of the library to install a geothermal system, which would involve demolishing and replacing the parking lot. It would be 2045 before a net savings is realized..

J. Garretson noted funds are presently available for the geothermal project which may not be available in the future. Savings in the first year will be of value. The Library will be setting a good example by using green geothermal technology.

This will be an additional appropriation and will have to go before the City Council. Projected costs of electricity and gas will be researched. Stair Associates will make a presentation at the January 28, 2013 Board meeting.

Finance: The Finance Committee will meet January 28, 2013 following the regular Board meeting.

Legislative: B. Wiebenga noted the 2013 ILF Legislative Committee Action Agenda. The Committee is focusing on building relationships with the many new legislators beginning their first term in 2013.

- December 20 - bills can be filed
- January 7 - first day of legislative session
- January 17 - Legislative Day. Trustees can meet with legislators.
- April 29 - Adjournment day

Personnel & Policy: B. Wiebenga reported the current Salary Schedule has been reviewed and it is the recommendation of the Committee to approve the same schedule as 2012 with the exception of level 10 changing from \$60,200 to \$76,000 minimum and \$114,260 to \$125,400 maximum. The changes in this range will keep the library competitive in the future when searching for a new director. Research nationwide shows these amounts are competitive to comparable libraries. B. Wiebenga moved approval of the 2013 salary schedule with the change to level 10 only, seconded by J. Hehner, and the motion carried.

Strategic Planning: J. Herndon reported the Steering Committee met last week with Strategic Coordinator J. Gareis. An Executive Summary was presented. This summary will be helpful to library staff, patrons, the Foundation and the community.

Each of the teams wrote and submitted reports which will be distributed following the Board meeting. All are meeting regularly, making progress and doing a great job moving forward and showing personal growth. J. Stafford encouraged all Trustees to take part in their team meetings.

TRUSTEE LIAISON REPORTS

Foundation – The Foundation Board has 100% record of donations from all members. Many Trustees have also made donations. J. Hehner reported some Trustees and some Foundation Board members are meeting quarterly exchanging information and keeping lines of communication open.

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Friends: The Friends contributed \$83,876 in 2012. These funds go into the Gift Fund where they are used for a variety of things such as programming.

Telecommunications: No report.

DIRECTOR'S REPORT

W. Phillips reported the CHS newspaper the Hi-Lite ran an article about the library's new drop box on the west side of the city. J. Herndon suggested sending a copy of the *Hi-Lite* article to *Current in Carmel*.

Children's & Youth Manager Renee' Kilpatrick showed Trustees iPads in childproof cases. Renee' explained these are two of five iPads available in the Children's & Youth Department to check out for one hour at a time. This activity will promote positive interaction between parents and children as well as early literacy skills. The iPads are loaded with excellent early literacy based apps the parent and child may explore together. Eventually there will be fifteen to twenty iPads for use by patrons in this department.

Peter Konshak reported there is a new scanner near the Reference Desk. It is user friendly and performs several useful functions.

J. Stafford noted the importance of new technologies and how the acquisition of these new technologies can be projects for the Foundation to fund. J. Garretson moved to accept the Director's Report, seconded by P. Napier, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

B. Wiebenga suggested the Director's performance evaluation be done annually. Those participating in this evaluation are members of the Personnel Committee and the current president of the Board. It was also suggested the Director do a self-evaluation to aid the Trustees. Also included in the evaluation process is a brief survey from the Allen County Public Library in Ft. Wayne. Each Trustee will receive this survey via e-mail. The surveys are to be e-mailed to Bill Wiebenga no later than January 15, 2013.

ADJOURN

The meeting adjourned at 6:24 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/bb