

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
January 27, 2020**

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

Present: President Jim Hehner, Treasurer Dan Kramer, Members Stephanie Kim, Ranj Puthran, Casey Wilson; Director Bob Swanay; Assistant Director Beth Meyer; Managers Jamie Beckman, Lisa Dick, Katherine Huddle, Mandy Lotarski, Christine Owens, Christy Walker, Cindy Wenz; Facilities Supervisor Fred Sheats; Administrative Assistant Johnna Mishelow

Absent: Vice President Jim Garretson, Secretary Patti Napier, Member John Williams; Managers Katherine Kersey, Peter Konshak; Foundation Director Liz Hamilton

Guests: Kevin Huse, Marc Griffith, Annie Hollibaugh, Dan King, Tim Jensen

CALL TO ORDER/WELCOME

President J. Hehner called the meeting to order at 5:29 p.m. All in attendance were welcomed.

AGENDA

R. Puthran moved to adopt the agenda, seconded by S. Kim, and the motion carried.

MINUTES

S. Kim moved approval of the minutes of the December 16, 2019 meeting as amended, seconded by C. Wilson, and the motion carried. Amendments will change minutes to reflect that President Jim Hehner called the meeting to order as opposed to Ranj Puthran and that President Jim Hehner adjourned the meeting as opposed to Ranj Puthran.

RATIO

Annie Hollibaugh presented an update in regards to the main library project. A. Hollibaugh stated we have completed the Schematic Design phase, and we are now in the Design Development phase now. Ratio met with the building committee and the plans have been approved. A. Hollibaugh showed the site plan and proceeded to point out the most recent updates to the plans.

TREASURER'S REPORT

December Financial Report: D. Kramer presented the year-end report stating on the revenues side the property taxes came in at 93.77 percent this year compared to 94.27 percent last year. In terms of bottom lines, we spent 85 percent of our appropriation last year. However, if you were to take that year-to-date expenditure of \$6,401,000 and take out \$853,000 that was spent on the branch, we would have really spent about 75 percent this year. In regards to fund balances, operating went up \$2,000,000 from last year. D. Kramer mentioned the 2019 Construction Fund which are bond proceeds. Project costs for the expansion and renovation will be coming from that bond fund instead of operating.

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

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December Bills List: D. Kramer presented the Bills List and pointed out the total for bills last month was \$2,462,000. The reason for this high amount is because of the capital outlays for the branch and the expansion and renovation of the main building. D. Kramer mentioned that the legal services and consultants are coming from the bond funds. D. Kramer also referred to two debt service payments that were paid. One of these will be the last payment made for this building. The building will be deeded back to us from the Building Corporation, and we also will get some additional monies.

S. Kim moved approval of the January Bills List, seconded by R. Puthran, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: F. Sheats stated by June he should have the work order ticket system in place. He will test several systems before June.

Finance: D. Kramer stated the budget was approved and the total tax rate went down.

Personnel & Policy: B. Swanay recommended hiring Costello Security Solutions for our security needs. Because it has been increasingly difficult to fill the security position, B. Swanay proposed we hire Costello since they have a pool of police officers from which to draw. Using Costello would shift the burden from us to them to find a way to fill time slots when security is needed.

R. Puthran moved to approve Costello Security Solutions proposal, seconded by C. Wilson, and the motion carried.

B. Swanay stated the need to create a Level 7 Senior DML Specialist position, a part-time position initially with the option to become a full-time position after the renovation/expansion.

R. Puthran moved to approve the Senior DML Specialist position, seconded by S. Kim, and the motion carried.

Strategic Planning: B. Meyer stated the Strategic Plan will be presented at the all staff meeting.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written Foundation Report.

Friends: No report

Legislative: B. Meyer said the State House day is upcoming. The biggest discussion item is about issuing library cards to children in foster care. There is also discussion regarding the level of background checks for any performer or volunteer.

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Telecommunications: No report.

DIRECTOR'S REPORT

B. Swanay submitted a written report. In addition, K. Huddle gave some initial statistics on the opening of the branch.

R. Puthran moved acceptance of the January Director's Report, seconded by S. Kim, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

B. Swanay stated he will meet with the school superintendent to request that S. Kim serve another term on the board. J. Hehner said that next month we plan to implement a Consent Agenda.

ADJOURN

President J. Hehner adjourned the meeting at 6:19 p.m.

Jim Hehner, President
Board of Trustees
/jrm