

**Carmel Clay Public Library
Board of Trustees Meeting
May 18, 2015**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Treasurer Ranj Puthran; Secretary Patti Napier; Members 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, Renee' Kilpatrick, Peter Konshak, Christy Walker, Cindy Wenz; Administrative Assistant Caitlyn Milliman.

Absent: Member Jim Garretson; Managers Katherine Kersey, Christine Owens.

CALL TO ORDER/WELCOME

President J. Stafford called the meeting to order at 5:31 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

B. Wiebenga moved approval of the minutes of the April 20, 2015 meeting, seconded by J. Hehner, and the motion carried.

B. Wiebenga moved to receive the Fiscal Plan Update Summary as information, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

April Financial Report: R. Puthran presented the Financial Report by pointing out that the property taxes are not in yet for May but will show up on next month's report. He mentioned that we are one third of the way through the year but that the library is under budget, having expended 28.5% instead of 33%.

J. Hehner moved to receive the April Financial Report, seconded by P. Napier, and the motion carried.

D. Kramer referenced the 2015 Depository Account – Summary of Initial Investments to explain the interest rates on the \$5m investment in CDs made on April 23.

May Bills List: R. Puthran presented the Bills List by highlighting the payment to OBS for the mobile library which is now 95% paid. W. Phillips reminded the group of the new Amex card which comes with a 1% rebate (up to \$500) monthly.

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

COMMITTEE REPORTS

Building & Grounds: No report.

Finance: D. Kramer introduced the Financial Statements Examination Report and the Supplemental Compliance Report from the State Board of Accounts. Bond buyers and rating agencies want up-to-date audited financial records before purchasing or rating bonds. He stated that it had been four years since

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the last audit and the SBOA understood the concern and sent an examiner to address the issue, making us current through calendar year 2014. The auditor made a few comments about needed corrections but noted nothing of a serious nature. Given the length of time in question and the fact that three different individuals worked with the accounting system during that time frame, we are satisfied with the results.

Nominating: J. Stafford presented the proposed slate of officers for 2015 – 2016: President – Ranjit Puthran, Vice President – Jim Hehner, Secretary – Patti Napier, Treasurer – Dan Kramer. J. Herndon moved to approve the slate of officers, seconded by B. Wiebenga, and the motion carried.

W. Phillips explained that the Board of Trustees chart shows an update in the committee assignments. J. Stafford added that all members are part of the Finance Committee that meets in January.

Personnel & Policy: B. Wiebenga reminded the group of the policy manual revisions presented at the April meeting that need approval. He pointed out that most of the revisions are either editorial or have to do with the new responsibilities of the treasurer and mobile library staff, but there is also a new section outlining the social media policy.

B. Wiebenga moved to accept the Policy Manual revisions, seconded by J. Hehner, and the motion carried.

B. Wiebenga announced that the YA department will be making one of their part-time librarians full-time to accommodate the position's participation in the Speaker's Bureau and outreach into the community.

He also referenced the two handouts which outline the additional responsibilities of the Assistant Director and the Finance Manager. The Assistant Director is taking on the responsibility of oversight of the mobile library staff which includes 5 individuals. The Finance Manager is taking on the responsibility of serving as Treasurer of the Board and as the library's chief compliance officer. It was proposed that the Finance Manager position be upgraded from Level 8 to Level 9.

B. Wiebenga moved approval of the Finance Manager position from Level 8 to Level 9, seconded by J. Hehner, and the motion carried with one abstention.

Strategic Planning: C. Walker referenced the May Report of Strategic Plan Activities to further clarify each initiative's goals and current status.

YA PRESENTATION

Manager Hope Baugh gave a presentation for the Young Adult department.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton presented the plaques for the Periodical Room and Storytime Room which will soon be on display. She also gave an update on the Summer Challenge donations as listed in the Directors Report.

Friends: No report.

Legislative: B. Wiebenga gave highlights on this year's legislative session: budgets no longer have to be posted in the newspapers; INSPIRE was restored; and audit fees will be increased.

Telecommunications: No report.

DIRECTORS REPORT

W. Phillips mentioned that Summer Challenge t-shirts can be ordered for interested Board members.

R. Puthran moved to accept the Directors Report, seconded by J. Hehner, and the motion carried.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

R. Puthran gave an update on the Director search which is down to four candidates who will meet the staff, tour the community, and have in-person interviews with the Board over the course of May 26 and 27.

ADJOURN

President J. Stafford adjourned the meeting at 6:54 p.m.

Patricia A. Napier, Secretary
Board of Trustees

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