

**Carmel Clay Public Library
Board of Trustees Meeting
June 18, 2018**

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

Present: President Ranj Puthran; Vice President Jim Hehner; Secretary Patti Napier; Treasurer Dan Kramer; Members Jim Garretson, Jane Herndon, Jack Stafford; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Jamie Beck, Elizabeth Essink, Katherine Kersey Peter Konshak, Christine Owens, Christy Walker; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Member Jack Stafford; Managers Lisa Dick, Cindy Wenz

CALL TO ORDER/WELCOME

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

AGENDA

J. Hehner moved to adopt the agenda, seconded by J. Herndon, and the motion carried.

MINUTES

J. Herndon moved approval of the minutes of the May 21, 2018 Board Meeting, seconded by J. Hehner, and the motion carried.

J. Garretson moved approval of the minutes of the May 21, 2018 Executive Session, seconded by J. Herndon, and the motion carried.

TREASURER'S REPORT

May Financial Report: D. Kramer presented the Financial Report stating the bar for May 31, 2018 is 42 percent. Under revenues, we received the property tax license excise financial institution commercial vehicle and one time COIT distribution. Last week we received notice we will get an additional \$30,000 supplemental COIT distribution. Bottom line we are currently just under 34 percent. Under operating fund and lease rental fund, the property taxes and excise taxes have been received for the first half of this year. In the LIRF fund, under May expense, \$472,900 represents the purchase of the branch library building. We budget and are approved for an appropriation of \$500,000 every year in the LIRF fund. This is the first time we have drawn down the balance. We hope is to reimburse that amount with a GO bond.

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

June Bills List: D. Kramer presented the Bills List, noting that on page 3, GL code 6412, under real estate was the purchase of the branch library.

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

COMMITTEE REPORTS

Building & Grounds: B. Swanay referred to a memo that requests the board consider the equipment at 12770 Horseferry Road be considered surplus equipment. The library board authorized a transfer of this surplus personal property for no compensation to the Carmel Clay Public Library Foundation.

J. Herndon moved authorization of a transfer of the surplus personal property described in the memo to the Foundation for no compensation, seconded by J. Hehner, and the motion carried.

Liz Hamilton stated she had met with an auctioneer. There will be an auction which will be advertised.

Finance: D. Kramer said there was nothing to report.

Nominating: There was no report.

Personnel & Policy: P. Napier presented Resolution 2-2018 Annual Review of the Non-Resident Fee, recommending the fee remain at \$100 from July 2018 through June 2019.

J. Hehner moved to adopt Resolution 2-2018, seconded by J. Herndon, and the motion carried.

Personnel changes were included in the board packet. P. Napier mentioned the Fund Balance Policy and the Investment Policy for review only were not included in the packet. B. Swanay stated he would email those policies to the Board. P. Napier stated the Fund Balance Policy will help in the auditing process. Members should read through the policy so a vote can be taken at the July meeting. P. Napier stated the Investment Policy aligns with our current practice, but it needs to be in policy form. Members should read through the policy so a vote can be taken at the July meeting.

Strategic Planning: No report.

TRUSTEE LIAISON REPORTS

Foundation: No report at this time.

Friends: P. Napier stated there were two scholarships awarded at the May meeting. P. Napier was impressed with the applicants. The Friends will revamp the application process for next year with the hope to reward more scholarships if possible. The Book Sale brought in \$11,000. The Friends are experiencing difficulty with the flow of books. There is a back-up of books, so they are reviewing how to resolve this problem by changing the process.

Legislative: No report.

Telecommunications: No report

DIRECTOR'S REPORT

B. Swanay stated he would provide a presentation and an update on the branch during the Joint Board Meeting.

The Board will vote on the Director's Report at the July Board Meeting.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ADJOURN

President R. Puthran adjourned the meeting at 5:50 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm