

**Carmel Clay Public Library  
Board of Trustees Meeting  
April 24, 2017**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Secretary Patti Napier; Members Jim Garretson, Jane Herndon, Jack Stafford; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Member Bill Wiebenga

**CALL TO ORDER/WELCOME**

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

**AGENDA**

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

**MINUTES**

P. Napier moved approval of the minutes of the March 27, 2017 meeting, seconded by J. Garretson, and the motion carried.

**TREASURER'S REPORT**

March Financial Report: D. Kramer stated there was nothing notable regarding revenue. Next month, however, we will get the first draw of property tax receipts. D. Kramer noted that payroll processing fees were above the 25% bar. This is because in Feb. (paid in March), there was an ADP bill for the fourth quarter and year end. This invoice amounted to an additional \$2,000, but will not recur every month. In addition, there was a slight budgeting error. Last year we increased ADP's fees in the budget, but we also started a new process where the payroll information is downloaded. This fee had not been on in the previous two months. It will level out next year. Insurance on line 6342 is showing 48% because it includes payment for the first two quarters of the year. Line 6362 under Equipment Maintenance shows an amount of \$78,000. \$77,000 of that was the Sirsi annual subscription that was paid last month.

In terms of balances, expenses outpace receipts until next month. The requested recommended balance report is almost complete, and D. Kramer will share that information in the near future. D. Kramer reported there were about \$2,300 for books and \$20 for nonprint materials that came out of encumbrances.

J. Hehner moved to receive the March Financial Report, seconded by J. Stafford, and the motion carried.

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April Bills List: D. Kramer presented the Bills List stating all the bills were standard.

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

**COMMITTEE REPORTS**

Building & Grounds: No report.

Finance: D. Kramer stated there would be a Fund Report in the next month or two.

Nominating: R. Puthran determined that he, J. Hehner, and J. Stafford will make up the Nominating Committee. Nominations are needed by May for voting, and the terms will begin with the July meeting of the Board.

J. Hehner stated his terms ends June 2017. He is willing to serve another term. B. Swanay will contact the City Council to request the reappointment of J. Hehner.

Personnel & Policy: B. Swanay explained that we have a collection of over 370,000 items; for the past three years we have exceeded over 2,000,000 in circulation. Most of the circulations are physical items, not digital. Our patrons are accustomed to placing items on hold which is a service CCPL provides. To do that, there are 48 staff members in the circulation department. Of the 48 staff, only 3 are full time. B. Swanay proposed making one of the part time supervisor positions a full time position to meet the demands of the patron holds. The Board supported the decision.

Strategic Planning: C. Walker referred to B. Swanay's Director's Report regarding the Strategic Plan.

**TRUSTEE LIAISON REPORTS**

Foundation: L. Hamilton had no additional information to add to her written Foundation Report.

Friends: The Book Sale will be April 27 – 30.

Legislative: There was no Legislative Report. The last Legislative Breakfast is May 12, 2017.

Telecommunications: No report.

**DIRECTORS REPORT**

Bob Swanay stated the RFQ is out for the space study. He has met with a few firms and will continue to meet with additional firms. This project should position us for the future. Carmel is expected to grow by 56,000 by 2040; therefore, B. Swanay wants to give ample time to the visioning of the library including finding ways of getting input from the community. Automatic Materials Handling sorter is in need of either updating or replacing, but B. Swanay wants to see what happens with the west

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side before anything is done about it. R. Puthran stated that Westfield is projecting a lot of growth, and he suggested factoring that into our future plans. The Building and Grounds Committee will review the applications for the space study as they are received. In addition, the Building and Grounds Committee will look at the west side expansion options. B. Swanay spoke with Al Patterson from Hamilton County Parks and Recreation Department. The Coxhall Garden project has not moved forward since he spoke to the Board in December. B. Swanay expressed all of the concerns we have including having autonomy in determining the scope of services that we provide, not requiring CCPL to maintain the conservatory, and needing a larger space. Mr. Patterson did not think those concerns were deal breakers. A. Patterson suggested ongoing discussion regarding the matter. Al Patterson also said they are preparing to refurbish the Williams' house which could possibly be used as a pilot space for a west side location. Al Patterson will come back in May to speak to the committee. B. Swanay will make a presentation to the School Board on June 26, 2017 to talk about the library.

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

**OLD BUSINESS**

There was no old business discussed.

**NEW BUSINESS**

There was no new business.

**ADJOURN**

President R. Puthran adjourned the meeting at 5:56 p.m.

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Patricia A. Napier, Secretary  
Board of Trustees

/jrm