

**Carmel Clay Public Library
Board of Trustees Meeting
May 22, 2017**

**Board Room
5:00 p.m.**

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer, Secretary Patti Napier; Members Jim Garretson, Jane Herndon, Jack Stafford, Bill Wiebenga; 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; Managers Beth Jenneman, Katherine Kersey, Christine Owens

Guest: Financial Consultant Mike Reuter

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:30 p.m. All in attendance were welcomed, including guest Mike Reuter.

AGENDA

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

FINANCIAL CONSULTANT MIKE REUTER – FISCAL PLAN

Following Mr. Reuter's presentation of the Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

MINUTES

J. Garretson moved approval of the minutes of the April 24, 2017 Board of Trustees Meeting, seconded by P. Napier, and the motion carried.

TREASURER'S REPORT

April Financial Report: D. Kramer stated we are one-third of the way through the year. In terms of interest earnings, a CD matured with \$53,000 interest. The total interest is \$58,500. D. Kramer reported that none of the expense categories have a bottom line above 30%. Total expenditures are 26% of our budget. Expenses still outpace receipts. D. Kramer stated that while it was not shown in the data, the preliminary spring distribution of property taxes, license excise taxes, and commercial vehicle excise tax was received. Encumbrances continue to decrease monthly.

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

May Bills List: D. Kramer referred line 6230. He stated that N. Newport saved the library about \$700 by purchasing batteries for the elevator from Batteries Plus instead of purchasing from Schindler Elevator. Line 6313 was referenced in regards to two consultants. The first consultant is the person doing the salary study. The other consultant is Umbaugh and Associates. The bill is the quarterly cash management fee. Line 6326 is a bill for the Summer Challenge t-shirts. The Summer Challenge prizes are from D.S.H Indiana in the amount of almost \$14,000.

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

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J. Herndon commended the Friends and Foundation for their efforts to fund so many of our programs and Summer Challenge prizes.

COMMITTEE REPORTS

Building & Grounds: N. Newport referred to a document containing items to be declared surplus.

J. Herndon moved approval of the surplus items, seconded by P. Napier, and the motion carried.

Finance: D. Kramer stated INPRS, Indiana Public Retirement System, specifically PERF, has randomly selected CCPL for an audit. The goal in Indiana is to audit all employers within ten years. This covers PERF, TRF, firefighters, judges, etc. C. Wenz and D. Kramer are working on the audit. A representative from their auditing firm will be in the first week in June to review all the data collected.

Nominating: J. Hehner presented the proposed slate of officers for 2017 – 2018: President – Ranjit Puthran; Vice President – Jim Hehner; Secretary – Patti Napier; Treasurer – Dan Kramer.

J. Herndon moved to approve the slate of officers, seconded by J. Stafford, and the motion carried.

Personnel & Policy: No report

Strategic Planning: No report

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report. In addition, L. Hamilton added that Dick Hall and Lisa Hendrickson will talk about Hall's book *Kiritsis and Me: Enduring 63 Hours at Gunpoint* on May 23, 2017 at 1:30 p.m. in the Program Room. In addition, on Thursday, May 25, 2017 at 11:00 a.m., author Tammy Kaehler talk about *Kiss the Bricks*, a mystery based on the Indianapolis 500. Lastly, on May 24, 2017 at 6:30 p.m. Proctologist Paul Broderick will host the Stethoscope Series: Getting to the Bottom of Things. He will share information about hemorrhoids.

Friends: N. Newport reported the Friends Spring Book Sale grossed \$12,000. The total did not include the taxes or other expenses, however. P. Napier stated the set up before the book sale was very well done. P. Napier stated the Friends used to sell books through EBay. Now they sell through Amazon. The amount of books sold continually increases.

Legislative: No report.

Telecommunications: J. Garretson stated they had their quarterly meeting. J. Garretson reported we have four internet/cable companies in our district. They include Spectrum, AT&T U-Verse, Comcast, and Metronet. The legislature passed a law to prevent local governments from letting utilities put new, lower-profile antennas wherever they want. A lot of city councils, including Carmel, met to exempt themselves from that, meaning they cannot put them where they want without going through the city. AT&T is using Austin, Texas and Indianapolis, Indiana for expanding to 5G which is important for mobile

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devices. Students get most of their information from mobile devices. The school station is concentrating on this. The demand for more bandwidth is driving this move toward 5G which requires more antennas.

DIRECTORS REPORT

B. Swanay stated the committee has selected three proposals from reputable architectural firms. We are in the process of scheduling them for the committee to interview in mid-June. Ratio, MSR, and HBM are the three top tier proposals that were received. Tom Cheesman was added to the committee. The committee hopes to have the study completed by the end of this year if possible. B. Swanay reported that on Friday, May 19 an employee of Culture Lighting was shocked and fell off the ladder. He is currently in the hospital with a broken ankle. B. Swanay stated that because of this incident, he thinks we should consider CPR training. Furthermore, we do not have an automated external defibrillator (AED).

J. Garretson asked how many surveillance cameras we have. N. Newport reported there are 38 cameras, some outside and some inside, all in the public areas.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

J. Stafford asked about a succession plan for the Board. Looking at tenures for all Board members, there are some members whose terms expire; therefore, there is a need for succession planning. J. Stafford suggested forming a committee that would collect names and build a profile for future members. J. Garretson agreed with the idea of compiling information to be given to B. Swanay, but he cautioned that we should not give the respective appointing bodies the impression we are telling them who we should appoint. J. Stafford said B. Swanay would be the person who would request the appointment of a person. B. Swanay stated if the appointing authorities ask for our recommendation, we would be prepared. It was decided that P. Napier, B. Swanay, J. Stafford, and R. Puthran will be on the committee.

ADJOURN

President R. Puthran adjourned the meeting at 6:49 p.m.

Patricia A. Napier, Secretary
Board of Trustees

/jrm