

**Carmel Clay Public Library  
Minutes of Board of Trustees Meeting  
August 22, 2016**

**Board Room  
5:00 pm**

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

Absent: Member Jack Stafford; Manager Renee' Kilpatrick

Guest: Financial Consultant Mike Reuter.

**CALL TO ORDER/WELCOME**

President Ranj Puthran called the meeting to order at 5:45 p.m. All in attendance, including Financial Consultant M. Reuter, were welcomed.

**FINANCIAL CONSULTANT MIKE REUTER - 2017 FISCAL PLAN**

Following M. Reuter's presentation of the 2017 Fiscal Plan, he was thanked for his time and work. A summary of his report will be attached.

**AGENDA**

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

R. Puthran gave an update on the search for a new director. Four candidates were selected from the Skype interviews. Candidates will come to the library on September 14 and 15. On September 14, there will be a public forum where each of the candidates will give a presentation. There will also be a social hour outside of the library. Names of candidates will be provided next week.

**MINUTES**

B. Wiebenga moved approval of the minutes as revised (change spelling of Tim Harman) of the July 25, 2016 meeting, seconded by J. Hehner, and the motion carried.

**TREASURER'S REPORT**

July Financial Report: Treasurer D. Kramer presented the July Financial report. He noted that the bar for the month is 58.33 %. No categories in receipts and disbursements exceed that amount. The entire operating funds expenditures to date is 45.98% of budget.

The operating balance will continue to decrease every month because our expenses will outpace revenues. This should be of no concern, however. Some encumbrances were paid on books, but that was the only reduction in encumbrances in the month of July.

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B. Wiebenga moved to receive the July Financial report, seconded by P. Napier, and the motion carried.

August Bills List: Treasurer D. Kramer presented the August Bills list, pointing out in payroll the amount of \$207.32. Occasionally, ADP will make the deposit to the bank account of a person and unbeknownst to us the account has been closed or changed. In this situation, we cut the check and ADP gives us a credit. On 6352, the electricity totaled \$19,576, which is probably the peak. It is about \$7,000 higher than the lowest month. A new account number 6368 is for rent for the Dabble space. The \$7,125 is the equivalent of three months of rent. There were two rent payments because the September payment is due by the 5<sup>th</sup>.

J. Hehner moved approval of the Bills List, seconded by P. Napier, and the motion carried.

#### **COMMITTEE REPORTS**

Building & Grounds: N. Newport included information regarding city regulations for signage in the Interim Director's Report. B. Wiebenga stated a couple of years ago, we had some plans for signage. N. Newport will look for that information.

Finance Committee: D. Kramer explained the "Minimum Level of Internal Control Standards." In the 2015 session, a piece of legislation was passed which required the State Board of Accounts to draft an acceptable "Minimum Level of Internal Control Standards" that will be followed by the various governmental units. This is a framework from which we build going forward. It comprises five different components and within those five components are 17 principles. The five components are Control Environment, Risk Assessment, Control Activities, Information and Communications, and Monitoring. The State Board of Accounts designated approved personnel training materials which consists of a webinar. The legislative body of a political subdivision shall insure that the internal control standards and procedures developed under subsection C are adopted by that political subdivision and that personnel receive training concerning the internal control standards and are certified. D. Kramer explained that that is what Resolution 4-2016 is all about.

J. Herndon moved approval of the Resolution 4-2016, seconded by J. Hehner and the motion carried.

Personnel & Policy: P. Napier explained Resolution 3-2016: Commitment to Join Indiana State Library Consortium for Public Library Internet Access for the Funding Year 2017. J. Herndon moved approval of the Resolution, seconded by J. Hehner, and the motion carried.

Strategic Planning: C. Walker stated planning for Dabble is progressing nicely. Currently job descriptions are being developed and furniture is considered. The turn-around time for equipment is not long. In addition, there have been some discussions about marketing. We are still aiming for the launch in November or December. At the beginning of the month, there was a manager's retreat. Managers developed three to four objectives for each of the four strategic goals. Additional perspectives are being gathered through interviews with some key people in the community. There will be a west side focus group on Monday, September 19 at Pilgrim Lutheran Church from 7:00 pm to 9:00 pm. If anyone knows

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someone who lives west of US 31 who might be able to give some insight about what does and what does not work for their use of the library, please send their information to C. Walker. C. Walker expressed her appreciation for the Board's support during this process.

**TRUSTEE LIASON REPORTS**

Foundation: L. Hamilton provided a written Foundation Report.

Friends: Next meeting on Thursday, August 25. No Report

Legislative: B. Wiebenga reported there had been a meeting on August 2. He reported the two subcommittees, Local Income Tax and Library Code, have begun work. J. Herndon will be the resource person for the Library Code subcommittee, and Mike Reuter will be the resource for the Local Income Tax subcommittee, as long as it's done by phone. The new director of ILF submitted to the ILF Board of Directors a work plan for ILF. The goal is to increase the value of membership for members of ILF. Additionally, the interim study committee on the government which dealt with Representative Harman's proposal had a hearing. Bev Martin testified on behalf of libraries which was well received. At this time and in the form in which it was submitted, the proposal is dead. On October 5 between 9:00 am to 3:00 pm the Legislative Fall Forum will be held. N. Newport stated if any Board members want to go, she will sign them up.

Telecommunications: J. Garretson stated Don Williams has been a wonderful liaison. He is the vice president of Bright House. Bright House and Time Warner were bought out by Charter. Their product will be called Spectrum. They are still providing same day service and giving two hour windows for showing up. AT&T U-verse has acquired direct television, and they are pushing that service. AT&T has been reluctant to get into the easements to put in fiber optics, but they may do it in established neighborhoods. They will notify customers ahead of time, so they have a chance to remove anything on the easement. A suggestion was made that there be a pipe created so all of the companies can run their cables through it. AT&T was opposed to the idea of sharing a conduit with other companies because of the maintenance issue involved. The school channel, CHTV, is going to be more student controlled with fewer programs. No decision has been made as to what sporting events will be covered. J. Garretson provided an update on the budget. For two or three years, we have requested a percentage of the revenue that comes to the city from franchise fees on basic services. Direct television does not pay those, but AT&T and Bright House agreed to do it. It brings in \$500,000 - \$600,000 per year which is a revenue stream for the city. The mayor realizes the potential of that amount decreasing as more and more people are streaming. That revenue will continue to decline. This decline will affect the support of the government stations. Mayor Brainard would like to come up with a fixed amount in the budget that is adequate, ideally \$250,000 so they can do more local programming. We would like to see the government channel become HD so we do not have to be on AT&T's menu. The school has not discussed that possibility. It appears we are proceeding on plan toward cities buying the equipment necessary to

do that. A member wants to improve communication to the community on what is available on the government channel. Comcast is making preliminary plans to offer their services here which means they will have to have fiber optics. Metronet, which has been servicing part of Westfield, would like to come south of 146<sup>th</sup>.

**INTERIM DIRECTOR'S REPORT**

N. Newport had no additional information to add to the Interim Director's report. J. Garretson and the remaining members of the Board commended N. Newport on a job well done serving as Interim Director.

J. Herndon moved to receive the Interim Director's Report, seconded by P. Napier, and the motion carried.

**OLD BUSINESS**

There was no old business discussed.

**NEW BUSINESS**

**ADJOURN**

Ranj Puthran adjourned the meeting at 6:25 pm.

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Patti Napier, Secretary  
Board of Trustees

/jrm