

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
January 22, 2018**

**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; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Jamie Beckman, Elizabeth Essink, Lisa Dick, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Members Jack Stafford, Bill Wiebenga; Manager Beth Jenneman

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:35 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

J. Garretson moved approval of the minutes of the November 20, 2017 meeting, seconded by J. Hehner, and the motion carried.

J. Herndon moved approval of the minutes of the December 18, 2017 meeting, seconded by J. Hehner, and the motion carried.

TREASURER'S REPORT

December Financial Report: D. Kramer presented the year-end report. On the revenue side, property taxes collected this year came to 92.96 percent, the difference being the loss to property tax caps. As a means of comparison, last year we received 91.92 percent. In terms of expenditures, 95.46 percent of our operating budget was spent this year which includes \$1,105,325 of transfers: \$400,000 went to the LIRF fund, and \$705,000 went to the Rainy Day Fund. If transfers are not included in expenditures, then we spent 80 percent of the budget in actual expenses. J. Herndon suggested looking at the original Rainy Day Resolution to see how it was drafted, so we know how much can be spent. Once we have an idea of what the space study plan entails and how much it will cost, administration will show Board Members possible funding options. J. Herndon suggested a work session once there is more information about project options.

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

December Bills List: D. Kramer presented the Bills List and pointed out the Tutor.com fee which the Foundation pays for. J. Beckman passed out a document with information regarding the service. D. Kramer referred to the debt service payment of \$975,000, explaining that we are down to four debt service payments, three of which are sourced from property taxes and the fourth is from the reserve.

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

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COMMITTEE REPORTS

Building & Grounds: B. Swanay gave an update on the sewage issue the library experienced on December 5. B. Swanay stated we might snake the line preventatively in the future. N. Newport reported a problem in the boiler room. The outside louver remained open because the boiler stopped causing the water to be down to 110 degrees instead of 150 degrees. Automated Logic will provide more warning in the future.

Finance: D. Kramer said MSR invoices through December have amounted to \$79,000: \$68,000 was fee, and \$10,700 were reimbursables.

Personnel & Policy: P. Napier referred to documents included in the packet which need to be reviewed so they can be voted on next month. Most of the changes are cosmetic changes or adjustments in the levels. On page 3-11, there is a proposed change for levels 11 and 10 employees who have completed ten years of employment and five years in those positions that they will receive an extra week of vacation. Also included in the packet are the Board Bylaws. They need to be reviewed before being voted on next month. The Personnel and Policy committee will review Hancock County Library's bylaws for comparison purposes.

Strategic Planning: C. Walker stated the board packet contains an update on the strategic plan reviewing the first year. C. Walker pointed out that there has been meaningful progress for each of the four goals. There have been many opportunities for staff involvement. The work that began in 2017 will continue into 2018. In addition, some new actions and objectives will be worked upon in 2018.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written Foundation Report. L. Hamilton stated the Foundation hosted an author program featuring Melanie Benjamin. There were 142 attendees.

Friends: P. Napier reported the Friends Board Retreat was the previous weekend. There are four new board members. Larry Couden is president, and Dave Bowers will follow him. P. Napier reported that there was good conversation, energy, and creativity during the retreat. There was interest in adding two Friends events with the major focus being increasing membership. Some ideas include an after hour reception of wine and cheese after the art wall exhibit changes or a Friends night again before the book sale. The 2017 budget showed the book sale making \$19,000, the book store \$45,000, membership \$8,000. In addition, Amazon sales totaled \$11,000 this year. Karen McNeil and her husband, Dan, are managing the Amazon sales. P. Napier stated Larry Couden showed good leadership during the retreat.

Legislative: No report. N. Newport emailed the handouts given at the legislative breakfast.

Telecommunications: J. Garretson reported the quarterly meeting will be held next month.

P. Napier left the meeting at 6:15.

DIRECTORS REPORT

B. Swanay submitted a written report. In addition, B. Swanay stated the original end date for plans with MSR needs to be extended. He believes the staff and managers need another meeting with MSR to discuss how the services and layout will be affected. B. Swanay will contact board members to request dates when they can get together to exclusively discuss renovation changes. It was suggested the work session be held on a Saturday.

J. Hehner moved acceptance of the December Directors Report, seconded by J. Herndon, and the motion carried.

J. Hehner moved acceptance of the January Directors Report, seconded by J. Herndon, and the motion carried.

There was discussion regarding the reciprocal borrowing statistics. B. Swanay noted the high circulation rate at CCPL. In addition, he mentioned that 75 percent of the community holds a library card. This is the fifth year that the library exceeded 2 million in circulations; the fourth year the library exceeded 2.1 million in circulations. We increased our circulation in book check outs last year, but the video circulation slightly decreased. B. Swanay stated these statistics are a good reflection on the collection. J. Herndon suggested comparing this data to the national data and publicizing it in some way, perhaps on the web site. B. Swanay stated we had record attendance at programs in 2017. It was the first year we exceeded 80,000 in total attendance for all of the programs. J. Garretson suggested Winston Long of Omni Productions be contacted to see if there is an interest of doing a cable program about the library. J. Garretson suggested finding a way to promote patrons to park in the west parking lot.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

J. Hehner stated the Carmel City Council requested an annual report from the library in February.

ADJOURN

President R. Puthran adjourned the meeting at 6:31 p.m.

Ranjit Puthran, President
Board of Trustees
/jrm