

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
October 24, 2016**

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

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

Absent: Vice President Jim Hehner (regrets); Managers Beth Jenneman, Christine Owens, Cindy Wenz

CALL TO ORDER/WELCOME

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

AGENDA

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

MINUTES

J. Stafford moved approval of the minutes of the September 26, 2016 meeting, seconded by P. Napier, and the motion carried.

TREASURER'S REPORT

September Financial Report: D. Kramer presented the Financial Report noting that the end of September equates to 75% through the year. D. Kramer mentioned personal services are 68%, supplies are 66%, other services and charges are 51%, capital outlays are 45%, which brings total operating expenses to 60%. J. Garretson asked a question regarding PERF percentage. D. Kramer said he would look into it to for an explanation. J. Garretson asked about the trash expense. D. Kramer explained this budget item has been increased for next year. N. Newport stated the fee for trash removal increased 50%. C. Walker explained the downloadable audio expense is for the downloadable audio collection for OverDrive. C. Walker stated the materials ordering is almost complete. C. Walker said the cost of a downloadable audio book is significantly higher than an audio book on CD. Money will be moved from physical audio books to downloadable audio books to cover the expense. D. Kramer stated deferred compensation is entirely paid by employees. The money is withheld. Afterward, D. Kramer writes a check for those employees and sends it to Great Western. J. Garretson asked if CCPL offers a 401K plan for employees. J. Garretson suggested a 401K plan be considered. J. Garretson spoke about how the City of Carmel and the county provide employees with financial benefits. J. Herndon suggested having the Personnel Committee review this suggestion at the December meeting. D. Kramer cautioned that there are catch up options for employees that could be expensive in a matching program. B. Wiebenga suggested C. Wenz investigate what other libraries provide and what the city provides their employees. J. Stafford would like to have staff input as well. J. Garretson asked what committee would decide about what to do with the money in LIRF and the Rainy Day Fund. J. Herndon stated that at the Task Force Meeting, there was discussion about creating an Ad Hoc committee when the new director begins with the intent of making a plan for allocating money. J. Herndon stated that an effective process should be put together to bring back to the Board as a whole. The plan should be laid out step by step to include the process of determining needs and how the needs can be met. B. Wiebenga agreed that there are individual pieces that need to be brought together in some sort of process. D. Kramer stated that next

**Minutes of the Board of Trustees Meeting
October 24, 2016
Page 2**

month the preliminary distributions of property and excise taxes will be received, so there will be a shift to revenues exceeding disbursements.

B. Wiebenga moved to receive the September Financial Report, seconded by J. Stafford, and the motion carried.

October Bills List: D. Kramer presented the October bills list noting a \$1,230 rebate from United Health due to CCPL claims being lower than when the premium was originally set. Both Denise Alaniz and D. Kramer were reimbursed a small amount because they have dependents for whom they pay insurance. D. Kramer explained that Duke and Bright House were new expenses attributed to the Digital Media Lab. P. Konshak explained the equipment expense stating the two significant purchases were for the Whisper Room and the equipment for the Digital Media Lab. P. Konshak noted another expense for the upgrade of the SirsiDynix Automation System. The upgrade migrated hardware, some software, and added Unicode. L. Dick explained that Unicode is a way of allowing all the data in the catalogue to be translated into the original languages using the proper symbols. This allows patrons to use a keyboard of another language to search CCPL catalogue. This upgrade makes the world language collection more accessible. K. Kersey added that before the upgrade patrons were not able to see the checkouts on their checkout list because it did not transfer. The upgrade allows patron see all of their items checked out.

J. Stafford moved approval of the October Bills List, seconded by B. Wiebenga, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: N. Newport stated she signed a two year contract with Engledow for landscaping maintenance because the new contract only increased by \$139.43. N. Newport also signed a contract with Sawyer Industries for snow removal.

Finance: N. Newport stated that when the notice to taxpayers was submitted in Gateway, the date was incorrect. Resolution 7 – 2016 Revised was resigned by Board members as advised by DLGF.

J. Garretson moved approval of the Revised Resolution to adopt the 2017 Operating Fund, Library Improvement Reserve Fund, and the Lease Rental Fund, seconded by J. Herndon, and the motion carried.

Personnel & Policy: No Report

Strategic Plan: C. Walker stated planning for the 2017 – 2019 Strategic Plan continues to move along well. There were staff action sessions on four different days. The outcome was that the four goals, broken down into fourteen objectives, now have about 80 action items suggested by staff. The next step will be for managers to prioritize those actions and come up with a timeline. C. Walker said the west side focus group notes were used to focus on how those ideas should be reflected in the next plan. There are four steps for the process to expand service to the west side: determine the needs of people in the area, design some possible service models and take them back to the community for feedback, assessing funding, and securing community support. These will be incorporated into the Strategic Plan

**Minutes of the Board of Trustees Meeting
October 24, 2016
Page 3**

which needs to be filed by the end of the year. In addition, one of the objectives in the draft of the plan has to do with the Board of Trustees and the Director engaging more on behalf of the library. Some ideas that came from the Steering Committee are to leverage library events as opportunities to invite and engage with legislators and for Board members to commit to meeting with representatives of their appointing authority on a regular basis, particularly in the coming year as a way to introduce our new director, Bob Swanay. An early draft of the Strategic Plan will be available for the new Director to review. To stay up to date with the Strategic Plan process, C. Walker has an informational URL. In terms of what is happening with the current Strategic Plan, P. Konshak gave an update on the Digital Media Lab. The space has been leased. The 12 x 8 Whisper Room has been assembled. Furniture has been ordered from RJE and will be delivered November 4. The internet is connected in the Digital Media Lab. With another piece of network equipment, it will be possible for the network at CCPL and the DML to be able to talk to each other. Three staff positions were created and filled. Other equipment has also been ordered. Some things that have to be done before the space can open include having the fire marshal inspect the space and adding an alarm system. The opening of the space is planned for the week of November 14 with some sort of ceremony with B. Swanay and elected officials. P. Konshak stated two of the Digital Media Lab Specialist have extensive experience with the necessary software and the third employee has some experience as well. The only cost recovery item will be the 3D printing. The Digital Media Lab can only be used by CCPL card holders. P. Konshak stated there will be online reservations for the Whisper Room with a limit of two hours. C. Walker stated there might be a frequency of usage policy necessary in the future.

P. Konshak pointed out some of the initial start-up costs of the DML including the Whisper Room, equipment, and furniture totaling about \$75,000. These costs will be replaced with personnel, rent, and minor upkeep expenses like software totaling about \$80,000 per year. P. Konshak stated names of the users of the DML will not be tracked. There will be a door count, however. In addition, P. Konshak stated there will be a social media presence with subscribers to gather user feedback.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton passed around flyers giving information about future author events. Dwight Ritter is speaking November 1 at 6:30 p.m. Children's author Roxy Morgan is speaking on November 17 at 10:30 a.m. L. Hamilton also handed out a post card with information pertaining to the upcoming donor event on November 14. L. Hamilton gave an update on Guided Leaf and Writers at the Pavilion. About 130 people attended the Writers at the Pavilion, and about 435 people attended the Guided Leaf Luncheon. The feedback received has been very positive. There are a few books available for sale for anyone who is interested. L. Hamilton mentioned the Young Professionals Group which will be run similar to the Guild by funneling through the Foundation. Hadley Moore will be the instrumental in starting the group. A Foundation Board member will be appointed as a liaison. The first meeting will be in January. One of the purposes of the Young Professionals Group is to cater to the needs of this age group that does not typically frequent the library. L. Hamilton stated she will not attend the Board meetings until January due to surgery. R. Puthran commented on how great the Guided Leaf Luncheon was, and J. Stafford commented on how great the Writers at the Pavilion was.

Friends: No Report

**Minutes of the Board of Trustees Meeting
October 24, 2016
Page 4**

Legislative: B. Wiebenga stated the Forum was held on October 5 with a legislative committee following; however, they are not meeting again until November 15. Some priorities that surfaced were continued support for Inspire and connectivity, interest in extending broadband throughout the state, and concern for the unserved areas. Another concern was to find additional sources of revenue. In addition, B. Wiebenga stated there was interest in working to modify the rules relating to library services; however, it was decided to leave this alone. The reasoning is because libraries have been able to add new programs and features within the existing legislation without having any questions raised. These are issues that are likely to be included in the legislative agenda.

Telecommunications: No report.

INTERIM DIRECTORS REPORT

N. Newport explained the Reciprocal Borrowing statistics in response to a question.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:41p.m.

Patti Napier, Secretary
Board of Trustees

/jrm