

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
January 27, 2014**

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

Present: Vice President Bill Wiebenga; Treasurer Ranj Puthran; Secretary Patti Napier; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Foundation Director Ruth Nisenshal; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Becky Bryenton.

Absent: President Jack Stafford; Business Manager Ron Brockett; Manager Peter Konshak.

Guest: Woody Holm of Stair Associates.

CALL TO ORDER/WELCOME

Vice President B. Wiebenga called the meeting to order at 5:28 p.m. Guest Woody Holm and all staff and Trustees were welcomed.

AGENDA

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

MINUTES

J. Hehner moved to approve the December 16, 2013 minutes, seconded by J. Herndon, and the motion carried.

REPORT FROM WOODY HOLM OF STAIR ASSOCIATES

The bidding documents were presented at the December meeting. The pre-bid meeting was on December 30 with bids due on Tuesday, January 14. Lehman's of Anderson was the low bidder to do the construction work and is recommended by W. Holm. McQuay/Daikin's high efficiency chiller is recommended for both cost and quality of the chiller. A five year warranty is included. An alternate feature recommended includes pumping water through the system, with the cost being recouped within a ten year period.

J. Herndon requested a follow-up discussion with the acousticians to confirm their calculations agree with those of Daikin.

J. Garretson moved to approve all recommendations made by Mr. Holm, seconded by J. Herndon, and the motion carried.

J. Herndon moved to authorize Vice President B. Wiebenga or President J. Stafford (upon his return) to write a letter of intent, if required by the contractor to move forward, seconded by J. Hehner, and the motion carried.

Mr. Holm was thanked for his work and recommendations on the chiller project.

TREASURER'S REPORT

December Financial Report: Treasurer R. Puthran presented the financial report for December 2013. Approximately 96% of estimated property tax revenues were received.

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J. Herndon recommended inquiring about the factors that caused the loss in property tax revenue to determine how much is a result of the circuit breaker or tax appeals.

The net amount in the Operating Fund is \$748,788. B. Wiebenga inquired about the balances of certain line items. Following discussion, it was agreed these balances will be revisited periodically to remain aware of the intended use of funds.

J. Garrettson moved to accept the Treasurer's report, seconded by J. Herndon, and the motion carried.

January Bills List: R. Puthran noted encumbrances, paid and outstanding, on Page 6. .Jim Hehner moved to approve the Bills List, seconded by Patty Napier, and the motion carried.

COMMITTEE REPORTS

Building and Grounds: N. Newport commended Jim Sawyer and his staff of Sawyer Industries on a job well done with regard to snow removal. Discussion followed regarding criteria used to close the library due to bad weather.

Dave Smith from Irish Mechanical was also commended for his work over and above expectations by being at the library when it was closed to do preventative maintenance to make sure the building was warm and no pipes had frozen. Irish will continue to service the HVAC system.

Secretary Patti Napier will send letters of thanks from the Trustees to both of these men.

A new Fixed Assed Inventory was completed in January 2014, the first completely new assessment in 15 years. This is done for insurance purposes and to report to the state on Form 369.

Finance: The Board of Finance meets immediately following this meeting.

Personnel and Policy: No report.

Strategic Planning: J. Herndon reported the Steering committee met last week and discussed plans for 2014. An update on new committees pursuing new objectives will be given in February.

R. Puthran commented on the Library's booth at *Taste of the Chamber* at Ritz Charles on January 16 and how positive it is to maintain a presence among local businesses. Contacts made through programs such as this one may provide a list of organizations and citizens who would like to be part of new Strategic Planning teams. The next *Taste of the Chamber* is Thursday, January 15, 2015 from 4:30 – 7:30 p.m.

TRUSTEE LIAISON REPORTS

Foundation: R. Nisenshal referred to her report included in the Directors Report. The Downton Abbey event is Wednesday, January 29 with over 700 tickets sold.

The direct mail appeal is doing well, as is membership in the Centennial Society which currently has 29 members.

Friends: P. Napier reported the Friends held their planning retreat on Saturday, January 25. New officers were elected and the financial report showed the book store is the largest fund raiser for the Friends.

Legislative: B. Wiebenga reported the legislative committee met on January 14. Legislative advocates Carolyn Elliott and Matthew Long with Bose Public Affairs Group presented a calendar of dates for the condensed legislative session. Several bills affecting libraries were mentioned:

SB72 - Creates a referendum process for unserved areas to determine whether they wish to have library service.

HB1001 – Allows counties to eliminate the property tax for business on all new equipment.

HB1062 Reduces the amount of money that a public entity can include in its funds for debt service.

HB1266 Requires mandatory review of library budgets by a local government entity (for CCPL, the City Council).

Trustees are encouraged to be responsive to the alerts from the legislative advocates. J. Herndon suggested sending to Representative Steve Braun the letter written by Hamilton County Council Member Meredith Carter, to the State Tax and Fiscal Policy Committee.

Telecommunications: J. Garretson reported communications between Mayor Brainard and Winston Long with Bright House express their disagreement with Bright House actions of moving programs from analog to digital format affecting the two local channels. The committee has not yet addressed this.

DIRECTOR'S REPORT

W. Phillips reported due to a conflict M. Reuter will attend the May 19 Board meeting at 5:00 p.m. and not the April meeting.

J. Garretson moved to receive the Director's report, seconded by J. Hehner, and the motion carried.

OLD BUSINESS

Staff was again thanked for a wonderful job.

NEW BUSINESS

No new business was discussed.

ADJOURN

J. Hehner moved to adjourn. The meeting adjourned at 6:41 p.m.