

**Carmel Clay Public Library
Board of Trustees Meeting
June 19, 2017**

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

Present: President Ranj Puthran; Vice President Jim Hehner; Treasurer Dan Kramer; Members Jim Garretson, Jane Herndon, Jack Stafford; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Peter Konshak, Christine Owens, Christy Walker; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier; Member Bill Wiebenga; Managers Katherine Kersey, Renee' Kilpatrick, 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 J. Hehner, and the motion carried.

MINUTES

J. Garretson moved approval of the minutes of the May 22, 2017 Board Meeting, seconded by J. Stafford, and the motion carried.

TREASURER'S REPORT

May Financial Report: D. Kramer presented the Financial Report that shows the first spring draw of property taxes. The amount for the property tax as well as Financial Institution and CVET amount to 25 percent of the anticipated first six month receipts. Expenses are under 42 percent in every category, and the bottom line for operating expenses is 32 percent. On the encumbrances, Dell Marketing encumbrance is paid off at \$11,000, so we continue to draw those down.

J. Hehner moved to receive the May Financial Report, seconded by J. Garretson, and the motion carried.

June Bills List: D. Kramer presented the Bills List, noting under 6410 Equipment, the same Dell invoice can be seen. N. Newport will address a Sawyer bill in her report.

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

COMMITTEE REPORTS

Building & Grounds: N. Newport stated the Sawyer bill on 6361 was for resurfacing and restriping both parking lots.

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Finance: D. Kramer said included in the packet is the first eighteen pages of the Hamilton County Comprehensive Annual Financial Report. D. Kramer presented Resolution 2 – 2017: Investment of Public Funds, which needs to be passed every two years. It gives the library the authority to invest in bank CDs that are outside of our geographic jurisdiction.

J. Hehner moved to adopt Resolution 2 – 2017, seconded by J. Stafford, and the motion carried.

Nominating: There was no report.

Personnel & Policy: J. Hehner presented Resolution 1-2017 Annual Review of the Non-Resident Fee, recommending the fee remain at \$100 from July 2017 through June 2018.

J. Hehner moved to adopt Resolution 1-2017, seconded by J. Garretson, and the motion carried.

Personnel changes were included in the board packet. B. Swanay noted that Lynn Watson had retired after a prestigious career. We are actively looking to fill that position.

Included in the board packet is the current confidentiality policy. B. Swanay stated he thought the policy needs updating. He suggested we approach it in terms of not just confidentiality of library records, but also as a privacy policy. B. Swanay would like to take a broader, encompassing approach to it. ALA can provide some guidelines. ALA has a privacy toolkit against which we can benchmark our policy. The management team will suggest changes and bring the information to the board through the Personnel and Policy committee.

Strategic Planning: C. Walker referenced a second quarter update of the Strategic Plan in the Board Packet.

TRUSTEE LIAISON REPORTS

Foundation: No report at this time. T. Cheesman will report at the Joint Board Meeting.

Friends: No report.

Legislative: No report.

Telecommunications: No report

DIRECTOR'S REPORT

B. Swanay mentioned we had received a subpoena for information regarding a specific time on wireless internet traffic in the library and some camera footage. B. Swanay consulted the library general counsel, and he did not see any problem with it because it was limited in scope. They had a suspect; they just needed evidence to back it up. It will not affect patrons. This situation is what caused B. Swanay to look at the confidentiality policy. B. Swanay will be at the ALA Conference in Chicago on June 21, 2017. He will return on June 28, 2017. B. Swanay gave an update on the space planning interviews. There were three interviews. The committee decided to have B. Swanay follow up on references of previous projects with which the firms have been associated. They are good firms, and this information may help the committee make a decision. After B. Swanay returns from ALA, he will share what he learned from the references and a decision should be quickly made. B. Swanay stated he and J. Hehner met with Mr. Jeffrey Meunier. They decided he would represent the library as general counsel. If needed, he can help refer us to more specialized attorneys on a case by case basis. J. Garretson suggested having someone specific to represent the library and bring it to the board. J. Hehner said he and B. Swanay would decide on who should be the representative, and then bring it to the board. B. Swanay said Mr. Meunier responded quickly to the subpoena situation, and he would like to involve Mr. Meunier in the privacy policy since that policy intersects with state laws.

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

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ADJOURN

President R. Puthran adjourned the meeting at 5:50 p.m.

Ranj Puthran, President
Board of Trustees

/jrm