

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
March 27, 2017**

**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, Bill Wiebenga; Library Director Bob Swanay; Assistant Director Nancy Newport; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Member Jack Stafford; Manager Christine Owens

Guest: Allan Sutherlin

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:26 p.m. All in attendance were welcomed.

AGENDA

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

Allan Sutherlin with American Viewpoint

A. Sutherlin presented the results of the survey that was conducted on the west side. The following are Mr. Sutherlin's implications and recommendations.

1. Currently, the Carmel Clay Public Library is frequently visited and residents are very satisfied with the service and resources available there. With 76% of the respondents owning a library card, there is a great deal of interest in taking advantage of the programs and wide selection of materials available at the current location.
2. However, based on those who never visit the library, new technology and devices have made a brick and mortar location obsolete thanks to Amazon and Google as 48% mentioned these as reasons for not visiting the library.
3. While overall the likelihood to use a new location on the west side of the city is less than 40% on the informed measure, residents in the west show a great deal more interest in utilizing an expanded location. The other targets include women and younger residents aged 18-34.
4. The city should be very careful in how it navigates the suggestion of an expansion, particularly if it comes at their expense. Since many are satisfied with the current setup and some of the services tested are the same as those available now, it might receive some backlash from those who aren't interested in a library already as well as those who live near the current location.
5. Offering unique services to the new and expanded location will be very helpful in swaying not just those who will benefit geographically, but those who would access this new location to utilize resources

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that may not be available at the existing location, such as current weekly and monthly visitors that make up 80% of residents in the city.

MINUTES

J. Hehner moved approval of the minutes of the February 27, 2017 meeting, seconded by J. Herndon, and the motion carried.

J. Hehner moved approval of the minutes of the February 27, 2017 Work Session meeting, seconded by J. Herndon, and the motion carried.

TREASURER'S REPORT

February Financial Report: D. Kramer presented the Financial Report noting that the rent to the Coffee Shop includes a late payment that was included with February. The total of \$800 is two months of rent. The American Express rebate of 1.15% was noted as well. Capital outlays were up this month after a slow period in December. Those numbers will continue to stay higher throughout the upcoming months.

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

March Bills List: D. Kramer presented the Bills List and noted on page 2 on GL Code 6313, an expense from Stakeholder International is for the survey and the compiled results of the west side survey. D. Kramer mentioned another large expense is for an annual subscription to Sirsi.

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

COMMITTEE REPORTS

Building & Grounds: N. Newport referred to a document in the Board packet that lists items to be declared as surplus.

J. Herndon moved approval of the Surplus Inventory, seconded by J. Hehner, and the motion carried.

Finance: B. Swanay, N. Newport, and D. Kramer will meet with Mike Reuter tomorrow for an update on the Fiscal Plan.

Personnel & Policy: The handout outlining the year-to-date 2017 personnel changes was acknowledged with no further report.

Strategic Planning: C. Walker referred to the document included in the Board packet that summarizes what has taken place in the first quarter. C. Walker pointed out that ccpl2go has taken some new measures to increase its visibility. In addition, one of the major goals in the new plan is to be a catalyst for learning and to facilitate community conversations. Examples of how this has been accomplished this far are included in the Strategic Plan Update. Another action was for staff to collaborate with other departments. The update also includes information about new teams that have formed that include

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staff from multiple departments. C. Walker reminded the Board that another action is for Board members to arrange in person meetings between their appointing authorities and B. Swanay.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report.

Friends: P. Napier mentioned the Friends Bookstore needs some help sorting for the upcoming book sale. P. Napier reported an increase of activity with book sales through Amazon. The Book Sale will be April 27 – 30. They still need help with some of the shifts. P. Napier passed out flyers for members to post around the community.

Legislative: B. Wiebenga stated HB1001, the budget, passed the House and is being reviewed by the Senate. That budget carried a \$500,000 increase for each of two years for connectivity. That is now being reviewed by the Senate. Preliminary indications are that it will be accepted as part of the budget. In addition, the Senate will find a way to reconsider its negative vote on the Superintendent of Education becoming an appointed position. B. Swanay recapped Legislative Day. He met one-on-one with Senator John Ruckelshaus.

Telecommunications: No report.

DIRECTORS REPORT

B. Swanay referenced the Organizational Values included in the Director's Report. He stated the Organizational Values were well received by the staff. He gave the Board time for discussion.

B. Wiebenga moved approval of the Organizational Values, seconded by J. Hehner, and the motion carried.

B. Swanay added he will be on vacation from April 8 – 15. B. Swanay stated he has a draft of a RFQ written. He would like to issue it on Monday, April 17. He would like the Building and Grounds committee to be the nucleus of the review group for the RFQ. B. Swanay currently has a list of over 18 possible consultants. J. Herndon suggested B. Swanay send the draft of the RFQ to the committee members to review.

J. Hehner moved to receive the Directors Report, seconded by B. Wiebenga, and the motion carried.

OLD BUSINESS

J. Garretson reported that Mrs. Bob Stephens passed away. The family gave a gift to honor their parents. L. Hamilton reported the Foundation is receiving gifts in her memory so the endowment will continue to grow.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:48 p.m.

Patricia A. Napier, Secretary
Board of Trustees
/jrm