

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 18, 2017**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Secretary Patti Napier, Treasurer Dan Kramer; Member Jane Herndon; Library Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Beth Jenneman, Katherine Kersey, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Johnna Mishelow

Absent: Members Jim Garretson, Jack Stafford, Bill Wiebenga; Assistant Director Nancy Newport; Foundation Director Liz Hamilton

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:40 p.m. All in attendance were welcomed.

AGENDA

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

MINUTES

R. Puthran moved to table approval of the minutes of the November 20, 2017 meeting, until there could be clarification from J. Garretson in reference to the wage increase.

TREASURER'S REPORT

November Financial Report: D. Kramer presented the Financial Report stating this month we should be about 92 percent through revenues and expenditures. We got our first property tax and license excise tax draw totaling \$344,000. The COIT report, which is now known as Local Income Tax, was released that tells us that next year we will get \$333,200 per month, approximately \$20,000 more per month or \$240,000 per year. The "Consultants" fee located on line 6313 of expenses is over budget, but that was expected. Overall, the total operating fund expenditures are 73 percent of our appropriation. D. Kramer will break down the MSR fee versus their reimbursable expenses for the next board meeting. The operating fund receipts are higher because of the property tax receipt. Encumbrances had minor pay downs this month.

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

December Bills List: D. Kramer presented the Bills List. Line 6313 lists two consultants, MSR and the salary consultant. Neither of these expenses were planned a year ago when the budget was made which is why the expenses appear extreme. Line 6422 is EBSCO which provides newspaper subscriptions, journals, and magazines. J. Herndon stated on line 6311 is a bill for Ice Miller, a firm where she is a partner. For this reason, she will abstain from voting.

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

COMMITTEE REPORTS

Building & Grounds: B. Swanay reported that he and N. Newport talked with Keith Freer of the Carmel Fire Department about safe locations within the library during weather emergencies. We currently use the stairwells. Keith indicated we could also use the staff stairwell, the circulation hallway,

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the delivery area, and the restrooms on the first floor if we need to. In addition, the chiller was replaced in 2014 with a warranty that lasts until April, 2019. One of the compressors went out, but was replaced at no cost because it was still under warranty.

Finance: D. Kramer presented Resolution 6-2017, Adoption of Encumbrances and Transfers. While no numbers are available at this time, this resolution allows bills that will be paid next year to come out of this year's budget. The resolution also allows the transfer of money between line items

J. Hehner moved approval of Resolution 6-2017, Adoption of Encumbrances and Transfers, seconded by J. Herndon, and the motion carried.

Resolution 7-2017, Transfer of Funds from Operating to LIRF. Because of a two week blind spot, D. Kramer included language stating an "amount not to exceed \$500,000."

J. Hehner moved approval of Resolution 7-2017, Transfer of Funds from Operating to LIRF, seconded by J. Herndon, and the motion carried.

Resolution 8-2017 asks for approval of transferring 10 percent of our operating appropriation to the Rainy Day Fund.

J. Hehner moved approval of Resolution 8-2017, Transfer of Funds from the Operating Fund to the Rainy Day Fund, seconded by J. Herndon, and the motion carried.

Personnel & Policy: 2017 Personnel Changes were included in the packet.

J. Herndon moved to receive the 2017 Personnel changes, seconded by J. Hehner, and the motion carried.

Strategic Planning: C. Walker referred to a fourth quarter report included in the board packet. The report provides a list of activities that occurred between October and December of 2017. One of the objectives of the Strategic Plan is provide more opportunities for members of the community to get together and connect with others and explore ideas. On the second page of the fourth quarter update there are specific things that have happened that have promoted lifelong learning and community conversations. C. Walker stated that we are on track with the Strategic Plan. The space planning undertaking turned out to be more substantial than what was originally anticipated. The space planning will be the primary item we will focus on next year. Next month, C. Walker will provide a year-end report with numbers for the Strategic Plan.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report included in the board packet.

Friends: No Report.

Legislative: No report. J. Herndon suggested having someone on the legislative committee when B. Wiebenga's term ends. J. Herndon also suggested spending time during the first quarter reviewing committees and who would take the place of current members on those committees when their terms end. J. Herndon's term ends at the end of 2018, and she is not able to serve further because she has served the maximum number of terms as per statute. B. Swanay stated he is currently gathering some names. J. Herndon stated the last time she was reappointed, the process for reappointment was more difficult than it was previously. J. Herndon suggested perhaps having two names as possible members. B. Swanay stated he would be willing to explore being on the legislative committee.

B. Swanay stated that the managers have not discussed net neutrality yet, other than to note that the rule changed. B. Swanay is not clear on the timeline for implementation because it will be challenged in courts. Congress has the ability to change the rule back on a more permanent nature, so we are not subject to different administration's changing the rules. B. Swanay said our stance on it lines us with the American Library Association. ALA believes preserving net neutrality is essential for equitable access to information. If net neutrality goes through, we could find ourselves in a situation where certain data is throttled slower. It is possible that some companies that pay for their entertainment packages might get special treatment. That is a problem on intellectual freedom grounds. Our own website could be an example. If people want to access information that is not a premium service, that information could be pushed to the wayside. CCPL has embraced ALA's freedom to read. A lot of the same principles transfer over. Free communication is essential to the preservation of a free society. Net neutrality goes to the heart of that. This could somehow become a barrier to information for patrons and perhaps librarians. We do not know all the ways this could affect us. Having a neutral playing ground in terms of information websites and repositories is the best way to go. B. Swanay reported that we renegotiated our contract allowing us to double our bandwidth and pay less than we were. We also have the capacity to increase bandwidth more in the future should we need to.

Telecommunications: No report.

P. Napier left at 6:12 p.m.

DIRECTORS REPORT

B. Swanay reported that several staff members and J. Herndon had a WebEx meeting with MSR on Friday to touch base on where we are. We developed a new strategy of a master vision with various phases of that vision. Phase I will be the primary focus in 2018. For all aspects of Phase I to be complete, we would need about 36,000 additional square feet. Ten to fifteen thousand square feet could be recaptured in the existing space. MSR provided a suggested breakdown of additional space needed as follows: an additional 2,500 square feet for YA (not counting collection space), 12,000 additional square feet for gathering spaces, 15,500 square feet for additional collection space, and a grossing factor of 6,000 square feet. These

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suggestions can be adjusted as we see fit. MSR will provide more details. In addition, MSR has been asked to provide a menu of options to provide a ballpark number in terms of costs. In addition, MSR has been asked to provide project scenarios with different budget caps, the first one being a small project that cost under \$5,000,000. They will also provide two or three options that would fall under \$20,000,000. MSR is working on this information now. There was further discussion about book shelves and collection space. B. Swanay reported that we cannot solve the Program Room dilemma without an expansion. B. Swanay stated MSR wondered how patrons would feel if we added on to the front of the building. Discussion ensued about how an expansion would change the aesthetics of the front façade. Additional conversation took place about the decrease in fines for DVDs.

Acceptance of the Directors Report was tabled since there was not a quorum.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

ADJOURN

President R. Puthran adjourned the meeting at 6:32 p.m.

Ranjit Puthran, President
Board of Trustees

/jrm