

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
November 25, 2013**

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

Present: President Jack Stafford; Vice President Bill Wiebenga; Members Jim Garretson, Jim Hehner, Jane Herndon; Library Director Wendy Phillips; Assistant Director Nancy Newport; Business Manager Ron Brockett; Foundation Director Ruth Nisenshal; Managers Hope Baugh, Lisa Dick, Beth Jenneman, Katherine Kersey, Renee' Kilpatrick, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Administrative Assistant Becky Bryenton.

Absent: Treasurer Ranjit Puthran, Secretary Patti Napier.

Guest: Woody Holm of Stair Associates.

**CALL TO ORDER/WELCOME**

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

**AGENDA**

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

**MINUTES**

B. Wiebenga moved to approve the October 28, 2013 minutes, seconded by J. Garretson, and the motion carried.

**REPORT FROM WODDY HOLM OF STAIR ASSOCIATES**

Schematic drawings were given to the Trustees. Mr. Holm discussed solutions to problems caused by circulating air around the chillers as a result of the wall which was built around the equipment in an effort to lower the level of noise being emitted.

Controlling the sound caused air handling problems:

- Schematic 1 shows the existing configuration – high walls limited air flow issues as corroborated by technicians from McQuay.
- According to structural engineer Steve Osborn, the mechanical structure can be put on the roof. Concerns were expressed about noise levels not only to neighbors outside but also to staff and patrons inside the library.
- Mammoth Corporation will build a custom chiller with low acoustic numbers with a predicted lifespan of 15-20 years.
- Removing the six feet of copper above the masonry wall was proposed.
- Purchase a Trane chiller and have it customized using conventional parts to lower its level of noise.

Mr. Holm will proceed to write a bid specification for the traditional Trane chiller with modifications.

Discussion continued about location of the chillers and how to surround them to dampen their sound.

Following discussion J. Herndon moved to give W. Phillips approval to explore the different options proposed by Stair Associates to the extent that they are within the terms that have been discussed at this meeting, seconded by B. Wiebenga, and the motion carried.

### **TREASURER'S REPORT**

October Financial Report: J. Hehner moved to receive the October Financial report, seconded by J. Herndon, and the motion carried.

November Bills List: Of note on the November Bills List was EBSCO Subscription service for annual renewal of subscriptions; Ingram for library services; and Midwest Tape. J. Herndon moved approval of the November Bills List, seconded by J. Hehner, and the motion carried.

### **COMMITTEE REPORTS**

Building & Grounds: No report.

Finance: No report.

Personnel & Policy: B. Wiebenga proposed a change in Section 3.4.5 Professional Organizations of the Policy Manual. This change incorporates Resolution 5-2013, passed in October, into the Policy Manual. State legislation has been passed enabling libraries to authorize payment of membership dues for professional associations, contingent on each library's financial availability. J. Herndon seconded the motion.

J. Hehner moved to suspend the rule of voting in the Bylaws, seconded by J. Herndon, and the motion carried.

The motion to change language in Section 3.4.5 of the Policy manual carried.

The second proposed change to the Policy Manual is Section 3.2.4 Salary Schedule Chart. The change calls for a 10% increase for grades 8 and 9 and a 3% increase for grades 1 through 7. This adjustment to the schedule allows for an increase in the minimum and maximum amounts. J. Garretson moved to adopt the proposed Salary Schedule, seconded by J. Hehner, and the motion carried.

The present Salary Schedule will be e-mailed to Trustees.

J. Hehner thanked the library staff for making the library the wonderful place that it is. J. Herndon recognized all of the hard work that went into the new website and all of the initiatives that are currently in progress.

Strategic Plan: J. Stafford and B. Wiebenga attended the latest Steering committee meeting. The report is in the November packet. B. Wiebenga complimented the entire group for their outstanding work. He also

called attention to the segmentation of our service area with 39% of the “boomburbs” and 26% of “suburban splendor” areas without library cards

### **TRUSTEE LIAISON REPORTS**

Foundation: Foundation Director R. Nisenshal referred to her written report and asked for questions.

Friends: This report can be found in the written Director’s report.

Legislative: B. Wiebenga reported a date has been scheduled for libraries to testify before the committee on Tuesday, December 3. The 2013 Legislative Action agenda will be published following review by the Executive Committee.

Organizational day was November 19.

Also discussed was the authority of appointed library boards to approve budgets for libraries, and whether libraries should be an exception to state practice with regard to this matter.

Telecommunications: J. Garretson reported on the latest meeting of the Carmel Cable and Telecommunications Commission. The report on the PEG channels follows:

- Carmel has the education and government channels for public access.
- There are three levels of analog SD and HD, which take most of the bandwidth.
- Bright House and AT&T are moving away from analog. The Bright House government channel is 16 the school channel is 99.

Discussions with AT& T and their attorney have been going on for two years regarding technology changes. AT&T has had a policy that all PEG channels are on a pull-down channel. Though the quality is poor on the pull-down channels it has improved. Ownership of the channel is still a goal of the committee.

The funds used for programming come from the fees paid by citizens to use Bright House and have been increasing over time.

When the (then) Cable TV commission began, they were hoping the library would have an interest in serving a public access role, so a member of the Library Board was appointed to serve on the committee.

### **DIRECTORS REPORT**

W. Phillips referred to her written report.

J. Herndon moved to accept the Directors Report, seconded by J. Hehner, and the motion carried.

### **OLD BUSINESS**

The surveys the trustees completed in July were distributed. It was decided the surveys will be discussed at the December meeting.

**NEW BUSINESS**

There was no new business discussed.

**ADJOURN**

The meeting was adjourned at 7:00 p.m.

---

Becky Bryenton, Recording Secretary  
Administrative Assistant, CCPL