

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
October 22, 2018**

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

Present: President Ranj Puthran, Vice President Jim Hehner, Treasurer Dan Kramer; Members Stephanie Fuhrmann, Jim Garretson, Jane Herndon, Jack Stafford; Director Bob Swanay; Managers Jamie Beckman, Lisa Dick, Elizabeth Essink, Peter Konshak, Christine Owens, Christy Walker, Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Absent: Secretary Patti Napier; Manager Katherine Kersey

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. Herndon, and the motion carried.

MINUTES

J. Herndon moved approval of the minutes of the September 24, 2018 Public Hearing, seconded by S. Fuhrmann, and the motion carried.

J. Stafford moved approval of the minutes of the September 24, 2018 Board of Trustees meeting, seconded by J. Herndon, and the motion carried.

Also included in the Board packet was Mike Reuter's Fiscal Plan presentation summary.

TREASURER'S REPORT

August Financial Report: Treasurer D. Kramer presented the Financial Report noting that we are three quarters of the way through the year. On the expenditure side, personnel services is the largest category, but only 63 percent of it has been spent. The total to date for all expenditures is about 57 percent. In terms of fund balances, October will be the last month that grant monies will be able to pay the entire balance of the state technology fund grant. The last two months will be paid for with Foundation funds to pay ENA for internet services. Furthermore, there were no changes in encumbrances this month.

J. Hehner moved to receive the September Financial Report, seconded by J. Stafford, and the motion carried.

September Bills List: D. Kramer presented the September Bills List noting a new bill from Rowland Design, the firm creating the designs and drawings for the branch library. D. Kramer explained that the Fearrin Insurance bill is the fourth quarter liability payment. Also, the Lyngsoe Systems bill was for the annual service contract for the sorter. Lastly, D. Kramer

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referenced a Proquest bill that is for a patron database. D. Kramer stated that the consulting fee budget has been adjusted for next year.

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

COMMITTEE REPORTS

Building & Grounds: B. Swanay stated the roof company is still working on the estimate.

Finance: Resolution 9-2018: B. Swanay presented the Budget Adoption of 2018 Operating Fund, Library Improvement Reserve Fund, and Lease Rental Fund. The tax rate will stay the same beginning in December. B. Swanay mentioned that there is a national trend to eliminate fines for checked out materials. D. Kramer suggested changing the name of the pie chart "Other Services and Charges" to "Other Uses" for clarification purposes. These charts are included in the annual report. D. Kramer reported there were six bidders on the \$1,425,000 bond. Bernardi Securities won the bid with a net interest cost of 2.88 percent. The principle amount of \$860,000 will be paid in 2019, and \$565,000 will be paid off in 2020. The total amount of interest paid over the life of the bond issue will be \$54,341.

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

Personnel & Policy: No report.

Strategic Plan: C. Walker stated the Director's Report reflects the latest activities that have happened in the last month in terms of branch planning and the main library renovation and planning. C. Walker stated we are about to hit another milestone with the Digital Media Lab about to celebrate its second anniversary. There will be a celebration on November 10.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton handed out a Foundation Report. In addition, L. Hamilton thanked everyone who attended either the Writers at the Pavilion or the Guilded Leaf Luncheon. She stated the numbers were up for both events, 425 attendees at the luncheon and 150 for Writers at the Pavilion. She reported she should have the final numbers by next week. J. Herndon commended L. Hamilton and the Foundation.

Friends: B. Swanay reported the Friends had a successful book sale.

Legislative: L. Dick stated there is a constitutional amendment that will be on the upcoming election ballot. It is presented as a balanced budget amendment. The issue of concern for public servants is that if the state cannot cover its expenses, they can vote to pull money out of

public employee pension plans with a 2/3 majority. B. Swanay stated Indiana is required to have a balanced budget.

Telecommunications: J. Garretson stated the mayor wants to put a communications tower at 123rd and Carey in Brookshire. He further stated that area badly needs tower to improve coverage. J. Garretson will know more about this situation after the November meeting.

DIRECTORS REPORT

B. Swanay stated there are some additional design fees from Rowland since we added the enclosed patio, the drive-up book return, and the mezzanines. B. Swanay stated Rowland projects opening the branch in August. He stated we would open the branch as soon as possible without sacrificing quality. One of the other expenses is the courier function. Currently, we use NOW Courier services to pick up books at the book drop. One option for the branch is to continue to use NOW Courier. Another option is to bid it back out and see if there are other courier services. The third option would be to provide this service in-house by using the van and/or mobile library. B. Swanay stated we are close to having a contract with RATIO. One of the first things RATIO would like to do is to have a work session with the board to discuss parking options. It would be hard to go into the design phase without more clarity about what to do for parking. It was decided to meet November 13 at 9:00 am. J. Garretson suggested including a place for the mobile library in the future parking plans. B. Swanay mentioned there have been several incidents with teens at the library. Video footage was captured. These events have led B. Swanay to think about cameras and security. He reported that the Reference department gave some shelf space to the teen area. The YA department shifted some of their collection, creating more open space. B. Swanay said it is possible that YA may add some furniture making an area for teens to gather. J. Herndon stated the board would be supportive if the staff believes a different arrangement needs to be made.

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

J. Herndon asked about the average hold time for downloadable audio and eBooks. B. Swanay said C. Walker ran statistics earlier this year. The budget was increased with the goal of improving the wait time next year. J. Herndon suggested looking at that data annually. B. Swanay noted that he went back and retroactively updated the total year-to-date circulation. He stated we were up 2.26 percent over the same time last year. Fiction is up 3 percent; downloadable eBooks are up 21.9 percent; Hoopla is up 41.3 percent; downloadable audio is up 30.5 percent. There was some discussion regarding libraries of different jurisdictions consolidating to minimize reciprocal borrowing to CCPL.

OLD BUSINESS

NEW BUSINESS

ADJOURN

President R. Puthran adjourned the meeting at 6:35 p.m.

Ranj Puthran, President
Board of Trustees

/jrm