

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
October 25, 2021**

**Monon Community Center
5:30 p.m.**

Present: President Patti Napier, Vice President Ranj Puthran, Secretary Casey Wilson; Members Jim Garretson, Stephanie Kim, John Williams, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Foundation Director Liz Hamilton; Managers Lisa Dick, Fred Sheats

Guests: Marc Griffith, Kevin Huse, Daniel Fleming, Micah Abbott, Hal Espey

CALL TO ORDER/WELCOME

President P. Napier called the meeting to order at 5:31 p.m. All in attendance were welcomed.

AGENDA

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

CONSENT AGENDA

Consent agenda included Minutes from the October 25, 2021, Board of Trustees meeting and November Director's Report.

S. Kim moved to approve the consent agenda, seconded by X. Yuan, and the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

CLAIMS AND WARRANTS

D. Kramer was on vacation.

J. Garretson moved to receive the financial report, seconded by S. Kim, and the motion carried.

J. Garretson moved to approve the bills list, seconded by S. Kim, and the motion carried.

TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

B. Swanay passed out handouts regarding the gift acceptance policies and guidelines, and an overview of the agreement with Jim Winner for the branch naming. L. Hamilton gave an update on the Guided Leaf luncheon and the Writers at the Pavilion. L. Hamilton stated that this year's events exceeded all previous years. The gross total of the events was just over \$94,000. A free cruise on Viking was auctioned at Writers at the Pavilion for \$6,000. Writers at the Pavilion sold out, and the Guided Leaf luncheon had a slightly lower attendance than in years past but only by 50 attendees. L. Hamilton referred to the Foundation Gift Acceptance Policy that was rewritten about two and a half years ago with the help of Jane Herndon. The policy is used as a guidepost when someone wants to donate something to the Foundation that is not typical. The

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second document addresses the questions that the trustees had regarding the process when the branch was being named. Ice Miller also helped with this document. L. Hamilton suggested the board read the provided documents and email her or B. Swanay with any thoughts or questions. L. Hamilton stated she and B. Swanay discussed the naming rights to the outside of the building and neither of them felt comfortable with that option. Several trustees expressed agreement. It was decided naming rights would be for the interior only. L. Hamilton stated Tuesday, November 9th at 7:00 p.m., author Jenna Blum will speak at Hotel Carmichael. In addition, Neal Stephenson will speak Tuesday, November 23rd at 4:00 p.m. at Hotel Carmichael. L. Hamilton asked the board to consider hosting Writers at the Pavilion in the Program Room of the new library next year rather than hosting Writers at the Pavilion at the Ritz Charles. B. Swanay mentioned the timeline of the construction could possibly interfere with the event. This possibility will be discussed further at a later date.

B. Swanay stated he attended the town hall meeting presented by Jeff Worrell. It was well attended. B. Swanay was introduced at the meeting and received a healthy applause. B. Swanay received a lot of support. After the meeting, people lined up to speak with B. Swanay about the renovation of the library. B. Swanay added to his Director's Report by saying that there are many aspects of the holds locker that are advantageous. One advantage is the ability to use the garage in another way. The holds lockers will be placed by a water fountain and will have a lounge area with some seating. The holds lockers will replace the curbside service. Because the lockers are in the parking garage, anyone in Carmel who might work second shifts or have odd work schedules will be able to access their holds at their convenience. When patrons reach the lockers, they will scan their library cards and if there is something on hold, the locker will pop open. As the material is taken out of the locker, it is automatically checked out. The lockers can accommodate about 100 holds. We are starting with four towers, but they can be added onto if needed to increase capacity. There is also the option of shortening the time for pick up to 48 hours so more holds can be accommodated. The towers are of varying sizes to allow for large to small amounts of holds. There was a question regarding students parking in the garage. Student parking was a major concern of Jeff Worrell's town hall meeting. The city is struggling to control students parking in neighborhoods. B. Swanay stated there will be further discussion regarding a strategy to keep our parking garage from becoming parking for the high school. A short-term strategy might involve hiring some off-duty police officers to alert students that the garage is for patrons only. The west lot may have the same issues of students parking there. There was further discussion regarding parking. It was decided that further discussion is needed in the future to come to a solution. B. Swanay went on to say that our facilities supervisor, Fred Sheats, will provide an update of some of the major problems at the West Branch. F. Sheats reported there are leaks coming in through the windows at the West Branch. In addition, the front doors need repair, and the back door needs to be replaced. The quotes for repair to the windows range from seven to eight thousand dollars. F. Sheats stated that the quote to replace the front doors and frame is about \$17,500. The replacement will be an aluminum clad door rather than a wood door. The quote to replace the back door is between \$2,500 and \$3,000. It is rusted out and bent. B. Swanay stated there is room in the

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building maintenance budget line to make these changes. B. Swanay said if we need to spend additional money, he will bring it to the board for discussion.

RENOVATION UPDATE

Marc Griffith with Verdus provided a renovation update. He stated Ratio is working on some construction administration like submittal review, architect's supplemental information, and requests for information. The furniture package was also seen and will be brought to the board in the next Recreational Design & Construction meeting. The signage package process has been navigated. We have some dollars within the construction budget through allowances for the signage package, but we are anticipating it to surpass the budget. There are allowances within the project that might not get used such as soil stabilization that can be reallocated towards different efforts for the project. We are on budget and back on the critical path schedule. We are a little delayed in putting the new roof on the existing building due to weather. Interior framing is continuing throughout the building. Fireproofing is finished. Mechanical, electrical, and plumbing rough in continues, and the air handling units in the mechanical rooms are being assembled. We are close to starting the boilers and providing some heat within the space. Masonry is complete except for a little bit of caulking. Windows and curtain wall are underway. On the north side of the building, a lot of glazing has gone in. The west elevation framework is in for the windows and glazing will follow. The monumental stairs are in, but handrails are needed. In terms of the renovation, there has been some additional framing in Circulation. The parking structure is complete. The masonry for the stairwells to the garage has gone up for the stairwell and the elevator. Masonry has begun on the west elevation of the garage. M. Griffith stated they met the café vendor to talk about finishes in that space, making some slight modifications. Ratio will put these changes out as an architectural supplemental instruction for pricing. The link bridge will be the next structural activity we will see. The steel is scheduled to be delivered in the first two weeks of November. We are waiting for feedback from Duke regarding solar. The interconnect will be done at the transformer instead of the existing gear. Duke's approval will help with the engineering side of things. That bid package will be out in the month of November.

OLD BUSINESS

An updated document of project-related expenses was included in the board packet.

B. Swanay stated that the roundabout documents are included in the board packet, but we are still waiting on the city engineer to provide a report on what the city's plan is for the roundabout so the board can review it. B. Swanay recommended no action for this evening and to include it on the agenda for next month.

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NEW BUSINESS

P. Napier said last month Mike Reuter presented a 2022 budget and is included in the board packet.

J. Garretson moved to approve the 2022 budget, seconded by R. Puthran, and the motion carried.

B. Swanay said J. Garretson's board term ends at the end of December. The Hamilton County Commission has an appointment to the board to make due to the vacancy. Ann Poindexter has submitted her application and resume for the board position. B. Swanay plans to meet with her within the next few weeks. B. Swanay thinks Ann Poindexter would be a good addition to the board. B. Swanay said that if the board agrees she would be a good candidate, he will send a letter to the Hamilton County Commission stating that the library board endorses her appointment. J. Garretson suggested that B. Swanay talk to Christine Altman.

ADJOURN

P. Napier adjourned the meeting at 6:25 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm