

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
July 25, 2022**

**Hensel Town Center
5:30 p.m.**

Present: President Patti Napier, Vice President Ranj Puthran, Secretary Casey Wilson, Treasurer Ije Diké-Young; Members Stephanie Kim, Anne Poindexter, John Williams, Xiao Ou Yuan; Director Bob Swanay; Managers Lisa Dick, Peter Konshak, Sara O'Sha, Elise Story, Christy Walker

Guests: Marc Griffith, Victor Landfair

CALL TO ORDER/WELCOME

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

AGENDA

A. Poindexter moved to adopt the agenda, seconded by R. Puthran, and the motion carried.

CONSENT AGENDA

The consent agenda included Minutes from June 27, 2022, Board of Trustees meeting, Claims and Warrants, and Surplus List.

J. Williams moved to approve the consent agenda, seconded by A. Poindexter, and the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

DIRECTOR'S REPORT

S. Kim moved to approve the Director's Report, seconded by C. Wilson, and the motion carried.

TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

P. Konshak provided a brief background of the DML and how it came about. P. Konshak said the DML opened in 2016, and the space continued to grow. In 2019, the statistics drastically increased, including the Whisper Room and various programs. Due to Covid, the operation of the DML changed by limiting the number of patrons. P. Konshak stated the numbers have begun to surge again this year, especially when programs were offered. The DML is now closed due to the move to the new location. P. Konshak provided examples of projects people could work on at the DML such as recording a podcast and recording music in the Whisper Room. The new DML will have two recording rooms in the new space. In addition, patrons can use cad ware to create custom cookie cutters, digitize family slides and photos, use the Cricut machine, photoshop photos, design and print parts, edit wedding video footage, design business cards, create an anime character, and make family history books.

Minutes of the Board of Trustees Meeting

July 25, 2022
Page 2

The new DML will provide more capacity for patrons. There will be the addition of a video/audio room that will allow patrons to record videos. The larger space will allow for bigger programs and meetups, where patrons can meet people who are interested in the same kinds of things, particularly the 3-d printing patrons. There are plans to have a kiln and a clay printer in the future.

RENOVATION UPDATE

Victor Landfair from Skillman provided the board with owner milestones, exterior site activities, and the building work activities to set expectations of what will happen in the next 45 to 60 days. July 11 is when CCPL officially began the move back to the library and began delivering new furniture. The fire chief will walk through on Thursday to inspect the building for a partial certificate of occupancy. The first couple of weeks will be focused on the collection and technology. The staff will be more present in the second half of August. The occupancy effort will be completed by the end of the month. V. Landfair explained that staff and the construction team will have to share the building as construction is completed. The paving will be finished this month. The northern stairs will be installed which will allow for the pavers to be put down on the front terrace. In addition, topsoil will be put down to allow for irrigation, lawn, and landscaping to be done. When the roundabout is completed, there will be concrete connections and sidewalks poured. Final cleaning has begun in the building. The priority is completing the building rather than the parking garage. Final drywall patching and final touch-up paint will be done. Solid surface tops will be installed as soon as they are delivered. Built-in furniture and interior signage will be completed. The Community Room is the furthest from completion. Walls, millwork, flooring, ceiling panels, and touch need to be completed. The DML still needs tops and the installation of the moss wall. The main corridor requires some millwork features, wainscoting and installation of portals. A new elevator in the addition is being installed. The last components for the parking garage are the delivery of the garage elevator and the metal panels around the perimeter. V. Landfair stated there is no set date from the city regarding the curbs along Main Street and the roundabout. As soon as they complete the curbs, the landscaping and sidewalk installation will begin. Painting of the existing metal windows will take place as soon as the paint is delivered. Landscaping may be postponed until September to avoid the heat of the summer. B. Swanay stated a soft opening of the library is planned for mid-September and a grand opening for October 1st. Marc Griffith stated the schedule for the roundabout was impacted by unforeseen conditions regarding the gas utility that goes down Main Street. The city plans to have pedestrian access open for Carmel Elementary students crossing Main. Vehicular traffic will be in one direction along Main. In general, however, the completion of the roundabout should coincide with the opening of the library. M. Griffith gave an update on the solar panels, stating that the installation may be later than previously expected.

Minutes of the Board of Trustees Meeting
July 25, 2022
Page 3

The Skyfold partition for the Community Room is in town. M. Griffith said that Planes staff has begun getting the shelving ready. In addition, a lot of furniture has been delivered. The contract for the solar system was finalized last week according to M. Griffith. Celential Solar is assembling their submittals to give to Telamon for review. Upon that review, the materials will be ordered. The consensus among the team is to have the materials on site by October 1. The completion of the system will be later in the fall.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Resolution 3-2022: Authorizing the Investment of Public Funds – I. Dike-Young explained this resolution authorizes I. Dike-Young as the investing officer for the library to invest in CDs that are designed by the State Board of Finance as the depository institutions. They may not be on a list specified by a local board of finance, but they are on the state list. The resolution gives I. Dike-Young preauthorization for when our CDs expire throughout the year, we can reinvest in new CDs that are on the list. I. Dike-Young stated that as our CDs are expiring, she is looking at what our best investment options are, specifically whether CDs are the best investment with interest rates rising. Right now, we are trying to keep a lot of cash liquid because of the construction project. In the next few months, we will be paying out a lot of bills for the construction project.

R. Puthran moved to approve Resolution 3-2022: Authorizing the Investment of Public Funds, seconded by A. Poindexter, and the motion carried.

Resolution 4-2022: Elimination of Per Day Late Fines – B. Swanay said he wanted to clear some of the fines that had been on patron records in some cases for over 20 years. Some of the patron records were migrated from an older ILS system. These funds are not recoupable. At this point, B. Swanay stated he thinks it is more important to have a clean, accurate patron database. He requested the board to clear the older fines on older patron records.

A. Poindexter moved to approve Resolution 4-2022: Elimination of Per Day Late Fines, seconded by J. Williams, and the motion carried.

**Minutes of the Board of Trustees Meeting
July 25, 2022
Page 4**

ADJOURN

S. Kim moved to adjourn the meeting, seconded by R. Puthran, and the motion carried.

P. Napier adjourned the meeting at 6:17 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm