

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

**Via Zoom
5:30 p.m.**

Present: President Jim Garretson, Secretary Casey Wilson, Treasurer Dan Kramer; Members Jim Hehner, Stephanie Kim, Ranj Puthran, John Williams; Director Bob Swanay; Assistant Director Beth Meyer; Administrative Assistant Johnna Mishelow

Guests: Marc Griffith, Antone Sgro, Kevin Huse, Tim Jensen

CALL TO ORDER/WELCOME

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

AGENDA

J. Hehner moved to amend the agenda to include topics of electronic communication and the proposed roundabout at 4th and Main, seconded by P. Napier, and the motion carried.

CONSENT AGENDA

Consent agenda included minutes of the December 21, 2020 Board of Trustees meeting and Director's Report.

R. Puthran made the motion to accept the consent agenda, seconded by J. Williams, and the motion carried.

CLAIMS AND WARRANTS

D. Kramer summarized the end of the year report. The property tax collection came in at 92.9 percent. Last year was 93.7 percent. Collections were up \$97,000. The property tax was 2019 payable 2020, so COVID had no impact. In January, budget amounts are moved so that any line item is not negative. The reason is to show we have not overspent the appropriation in any area. It is the budget amounts that are moved, not the expenses. While it appears that 49.7 percent of the budget for the year was spent, the figure is misleading. It is misleading because of 6 million dollars of the construction budget that was not spent and is not operating, and the remainder of the west branch expenses which is also non-operating. If both these numbers were removed, the operating expenses would total 81.5 percent of the budget which is consistent with past years. Staffing will likely be the main increase in expenses in the future. In terms of the fund balances, D. Kramer mentioned the balance of 55 million. He stated the figure was misleading because of the 2020 Bond Fund, which includes the bond proceeds for construction and because we got more than 100 cents on the dollar when bonds were sold at a premium. Those monies will pay future debt service. This year non-restricted funds totaled about 26.7 million. Last year non-restricted funds totaled 24.7 million.

J. Hehner moved to receive the financial report seconded by R. Puthran, and the motion carried.

D. Kramer stated the bills list is in a slightly different format. The header will contain the fund to which the invoices apply. The 2020 Bond Fund shows which invoices have hit since the last board meeting.

**Minutes of the Board of Trustees Meeting
January 25, 2021
Page 2**

J. Williams moved to approve the bills list, seconded by P. Napier, and the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda.

TRUSTEE LIAISON REPORTS

P. Napier reported that the Friends will meet this week. L. Hamilton stated the Foundation had their board retreat last Thursday. L. Hamilton stated the balance of the endowment is about \$750,000. She reported the Foundation came in \$1,000 under budget for 2020. D. Kramer stated the Foundation gave the library a check for \$35,000.

There were no other liaison reports.

STAFF REPORTS

B. Swanay stated B. Meyer included a report in the board packet on the Indiana Library Federation's policy priorities. B. Meyer provided an overview stating they are advocating for stable taxing structure that supports libraries, funding to support internet connectivity for schools and libraries, extending broadband, and effective school library programs with qualified teacher librarians. B. Meyer will continue to provide updates.

B. Meyer included statistics comparing 2019 to 2020 in the board packet. B. Meyer explained that due to the pandemic, CCPL was technically only open 207 days according to the state of Indiana. In a normal year, CCPL would be open between 353 and 354 days. Despite the fact we were open 41 percent less in 2020 than in 2019, the daily circulation number increased by 10 percent. B. Meyer stated the downloadable collection was increased as a result of the pandemic as a way for patrons to access materials. B. Meyer mentioned the Take and Make programs that were created as another way for patrons to access the library during the closure. B. Meyer stated the Foundation author events were held live via Facebook in response to COVID. B. Meyer commended the staff for their creativity.

B. Swanay stated he included information on Tutor.com in the Director's report. Offering Tutor.com allows all students to have access to free professional tutors. There was discussion regarding Tutor.com.

RENOVATION UPDATE

M. Griffith with Veridus provided a construction update of the expansion/renovation. M. Griffith said the design team is currently working with the contractor to review submittals as they come in. Interior design will be finalized soon. A mill work bid package was sent out. Structural steel is due to arrive within the next two weeks. There are some interior walls being framed on the first and second floors, and plumbers and electricians are on site at this time. M. Griffith shared pictures of construction progress.

B. Swanay stated he is presenting to the Carmel City Council on Monday, February 15. M.

**Minutes of the Board of Trustees Meeting
January 25, 2021
Page 3**

Griffith provided budget updates for the construction. Currently total soft costs amount to \$6,240,716; total construction costs amount to \$29,946,365; and additional owner items total cost amount to \$3,812,919. M. Griffith stated we are on budget and on schedule. Harry Denim will be the new superintendent of the library project.

NEW BUSINESS

D. Kramer stated we got the 2021 budget order and got everything we need. A document detailing the amounts was included in the board packet. D. Kramer commended Mike Reuter for his input in preparing the budget.

B. Swanay explained the Audio-Visual Change order which was included in the board packet. He explained originally the plan was to lease the audio-visual equipment; however, buying the equipment proved to be more economical.

R. Puthran moved to accept the Audio-Visual Change order, seconded by C. Wilson, and the motion carried.

M. Griffith explained the advantage of hiring a new furniture consult. The amendment to the professional services agreement is included in the packet.

J. Hehner moved to agree to the additional services request from Ratio for the furniture, fixtures, and equipment process, seconded by S. Kim, and the motion carried.

There was discussion regarding the proposed roundabout at the 55 4th Ave SE library location. A committee is being formed to discuss the proposed roundabout. B. Swanay and J. Williams will represent the library on this committee.

J. Garretson stated all email accounts can be subject to a summons and turned over to attorneys. For this reason, official communication for all board members can be done through Outlook. B. Swanay will gather more research regarding this concern. J. Garretson suggested meeting at the City Council Chamber because they have plexiglass partitions making it possible for in-person meetings. It was decided that B. Swanay will contact the city of find out the availability.

B. Meyer reminded board members that we need signatures on many documents since meetings have not been in person. B. Meyer will investigate DocuSign as an option.

OLD BUSINESS

No old business was discussed.

ADJOURN

President J. Garretson adjourned the meeting at 6:53 p.m.

**Minutes of the Board of Trustees Meeting
January 25, 2021
Page 4**

Casey Wilson, Secretary
Board of Trustees

/jrm