

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
February 22, 2021**

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

Present: Vice-President Patti Napier, Secretary Casey Wilson, Treasurer Dan Kramer; Members Jim Hehner, Stephanie Kim, Ranj Puthran, John Williams; Director Bob Swanay; Assistant Director Beth Meyer; Manager Cindy Wenz; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Guests: Marc Griffith, Antone Sgro, Kevin Huse, Tim Jensen, Allison Duncan, Kevin Gujral

**CALL TO ORDER/WELCOME**

Secretary C. Wilson called the meeting to order at 5:39 p.m. All in attendance were welcomed.

**AGENDA**

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

**CONSENT AGENDA**

Consent agenda included minutes of the January 25, 2021 Board of Trustees meeting and Director's Report. R. Puthran stated the minutes should be revised to include the wording "approve bills list" instead of "accept the bills list." J. Hehner moved to approve the minutes as amended, seconded by R. Puthran, and the motion carried.

B. Swanay will speak to the Carmel City Council on March 15, 2021 at 6:00 p.m. R. Puthran made the motion to accept the Director's report, seconded by J. Williams, and the motion carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the Consent Agenda.

**CLAIMS AND WARRANTS**

D. Kramer stated certain debt rolled off the operating receipts and expenses that affects the Local Income Tax revenues. For this reason, the LIT will drop by about \$300,000 compared to 2020. In terms of fund balances, the Friends and Foundation donated about \$35,000.

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

D. Kramer pointed out that the 2020 bond fund looks light because does not include all the bills on the bills list for the month. D. Kramer clarified that regarding the bond fund construction expenses, Skillman pays the construction related expenses, and the library pays Skillman.

R. Puthran moved to approve the bills list, seconded by P. Napier, and the motion carried.

**TRUSTEE LIAISON REPORTS**

There were no other liaison reports.

**Minutes of the Board of Trustees Meeting  
February 22, 2021  
Page 2**

**STAFF REPORTS**

Personnel and Policy - C. Wenz explained the updates to the sick leave policy. The quarantine compensation is separate from the sick leave because part-time employees who work less than 20 hours per week do not have sick leave. For this reason, the update to the quarantine compensation applies to all employees. This policy encourages anyone who may have symptoms to stay home. The policy update also allows staff with sick leave to preserve that time for other illnesses or medical needs. The update to the policy also included quarantine time up to two weeks per incident. B. Swanay commended C. Wenz regarding all she has done to support employees during the pandemic.

S. Kim moved to approve the sick leave policy, seconded by J. Hehner, and the motion carried.

**RENOVATION UPDATE**

M. Griffith with Veridus provided a construction update of the expansion/renovation. M. Griffith said that contractors are currently working on foundations. When foundations are complete, the steel will be delivered, probably in early March. In addition, utility contractors are working on utility connections. Fourth Ave. SE was shut down so utility tie-ins could be completed within the roadway. Framing continues inside the building on the first and second floors. Plumbing, mechanical, and electrical rough ins are continuing. The design team is working on construction administration. Meetings will be set up to focus on some feature finishes in the youth and young adult spaces. Meetings regarding furniture, fixtures, and equipment will also be set up soon. Next week bids will be received for the mill work package. After reviewing the pricing, the guaranteed maximum price for Skillman will need to be amended and brought back to the board for approval at the March board meeting. M. Griffith stated we are still on schedule with the project.

**NEW BUSINESS**

B. Swanay stated we will be providing a more in-depth quarterly update next month in terms of the project. A. Sgro and K. Huse will provide updates. B. Swanay discussed Senate Bill 288. B. Swanay testified to the Senate Education Committee about the bill. It looks likely that the bill will pass out of committee. It has ten co-authors. It was up for a second reading today with possible amendments. If it does pass, it will have to pass by tomorrow. It will also need a third reading, so we will know soon if it makes it out of the education committee. B. Meyer and B. Swanay are in full agreement with the ILF assessment that it is not a necessary bill. Although the bill affects schools more than libraries, B. Swanay is concerned that the bill could possibly create problems. He went on to say that we already have effective means to address the problems the bill cites. Everyone has been encouraged to write their senators to vote no on Senate Bill 288. B. Swanay will share more information as it becomes available.

**Minutes of the Board of Trustees Meeting  
February 22, 2021  
Page 3**

**OLD BUSINESS**

Construction and Cost update has more updated totals than the bills list. The update was included in the board packet, and D. Kramer will continue to provide monthly cumulative updates.

J. Hehner moved to receive the Construction Cost update, seconded by J. Williams, and the motion carried.

**ADJOURN**

Secretary C. Wilson adjourned the meeting at 6:18p.m.

---

Casey Wilson, Secretary  
Board of Trustees

/jrm