

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

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

Present: President Jim Garretson, Treasurer Dan Kramer; Members Jim Hehner, Stephanie Kim, Ranj Puthran, John Williams; Director Bob Swanay; Assistant Director Beth Meyer; Special Projects Librarian Katherine Huddle, Interim Branch Manager Jane Morrison; Foundation Director Liz Hamilton; Administrative Assistant Johnna Mishelow

Guests: Marc Griffith, Antone Sgro, Kevin Huse, Allison Duncan, Kevin Gujral, Victor Landfair

**CALL TO ORDER/WELCOME**

President J. Garretson called the meeting to order at 5:33 p.m. All in attendance were welcomed.

**AGENDA**

R. Puthran moved to adopt the agenda, seconded by S. Kim, and the motion carried.

**CONSENT AGENDA**

Consent agenda included the Director's Report. R. Puthran moved to approve the consent agenda, seconded by S. Kim, and the motion carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

J. Garretson requested the February 22, 2021 minutes be removed from the Consent Agenda. J. Garretson stated he should be added to the list of attendees of the February 22, 2021 board meeting.

J. Hehner moved to accept the minutes as corrected, seconded by R. Puthran, and the motion carried.

**CLAIMS AND WARRANTS**

D. Kramer stated the bottom line for total operating expenditures is 12.31 percent of the budget. In terms of fund balances, D. Kramer stated the \$3,000,000 bond issue for 2019 construction fund has been expended. In addition, the \$2,254,000 will go into a combination of bond and interest redemption fund and debt service fund. It is not lost money but will in fact go toward debt service over the next 20 years when our debt service exceeds the 2.45 cents. That money is very restricted by the DLGF and cannot be spent on construction.

S. Kim moved to receive/approve the claims and warrants, seconded by J. Hehner, and the motion carried.

**TRUSTEE LIAISON REPORTS**

L. Hamilton provided an update on the Friends and Foundation. The Foundation has a few virtual events scheduled in April and May. One event is a virtual dinner with A Cut Above Catering. The second event is a partnership evening with an author at Books and Brews. More information will be emailed. The Friends store is doing exceptionally well. For this reason, there is a spring sale going on now for all children's books. In addition, there are currently about 900 books listed on the Friends' Amazon account. Currently the Amazon account is bringing in about \$1,200 - \$1,500 per month. L. Hamilton stated that at this time the annual Guilded Leaf event

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will be held in-person. The Book and Author events will be at the Ritz Charles on October 6 and October 7, 2021.

**STAFF REPORTS**

B. Swanay stated he will include an addition to the Director's report. The numbers in Hamilton County are improving. The library is, therefore, in the process of cautiously opening the West Branch. K. Huddle and J. Morrison gave updates about the branch. J. Morrison stated the branch has about 300-400 curbside pick-ups per week. Curb-side pick-up will continue to be an option to patrons even when the branch opens back up. K. Huddle stated a limit of about 10 patrons can be admitted to the branch at a time.

**RENOVATION UPDATE**

M. Griffith with Veridus provided a construction update of the expansion/renovation. M. Griffith said that the design team is currently working on construction administration such as reviewing documentation being submitted by contractors. In the upcoming week, discussions pertaining to feature pieces in Children's and Youth Services will be addressed. Furniture fixtures, equipment, and design meetings will take place in April. The bids for the millwork package are being reviewed. A GMP will be reviewed at this meeting and will need to be approved by the board. After the GMP approval, we will still be under budget regarding the money set aside for the project. In addition, despite some inclement weather, we are still on schedule. Currently, there is still some utility infrastructure and storm structure going on. The most significant activity of the reconstruction is the structural steel for the northwest addition. The foundations are complete. Inside, the framing is still being done on both the first and second floors. J. Garretson suggested the board members taking a tour of the new facility sometime in May. M. Griffith stated the Guaranteed Energy Saving Contract is not the best avenue to pursue at this time. The options are being reviewed as to how to move forward with solar without using the Guaranteed Energy Saving Contract.

V. Landfair presented information regarding how the millwork package impacts the overall GMP. The information included bids from three millwork. PKS was the lowest bidder. It is recommended that the board accept the bid. The amount fits into the overall budget.

J. Hehner moved to approve the AIA A133-2009 Exhibit A – Guaranteed Maximum Price Adjustment, seconded by R. Puthran, and the motion carried.

**NEW BUSINESS**

B. Swanay said Resolution 1-2021 is a resolution relating to the bond. This is a resolution required if we bond an amount over \$10,000,000. J. Herndon prepared the resolution to make sure the board met all the requirements of the bond.

S. Kim moved to approve Resolution 1-2021, seconded by J. Williams, and the motion carried.

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B. Swanay discussed the documents included in the board packet deeding over enough of the land at Fourth and Main to allow the city to build the roundabout. J. Williams and B. Swanay attended a meeting with officials from the city and officials from Carmel Schools Administration and Carmel High School to discuss the safety of the roundabout. The library and the schools voiced some concerns regarding pedestrian safety of said roundabout. Discussion ensued regarding the deeding of the property and the safety of the roundabout. It was decided to defer signing the documents and put them back on the agenda next month. B. Swanay will request a discussion with Jeremy Cashman and report back to the board next month, or perhaps invite Jeremy Cashman to attend the April board meeting. The board decided to table the issue until next month. Antone Sgro stated the roundabout plans previously received do accommodate the roundabout and should not adversely affect the library project.

J. Hehner moved to withdraw the roundabout documents as an action item and to table until next month after we have additional information, seconded by J. Williams, and the motion carried.

J. Hehner stated B. Swanay addressed the City Council last Monday. J. Hehner commended B. Swanay's presentation and stated it was well received.

J. Garretson stated J. Hehner's term expires on June 30, 2021. J. Garretson requested board members to contact B. Swanay if he or she has any recommendations for J. Garretson's position.

J. Garretson stated he would like to have the April and May board meetings in person at the Monon Community Center. Social distancing precautions will remain in place. B. Swanay will contact the Park Department to make sure the room is still available.

**OLD BUSINESS**

There was no old business discussed.

**ADJOURN**

J. Hehner moved to adjourn the meeting at 6:34 p.m.

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Jim Garretson, President...  
Board of Trustees

/jrm