

**Carmel Clay Public Library**  
**Minutes of the Board of Trustees Meeting**  
**April 26, 2021**  
**5:30 p.m.**

Present: President Jim Garretson, Vice President Patti Napier, Treasurer Dan Kramer; Members Jim Hehner, Ranjit Puthran, Casey Wilson; Director Bob Swanay; Assistant Director Beth Meyer; Foundation Director Liz Hamilton; Adult Services Manager Christine Owens.

Guests: Marc Griffith, Kevin Huse.

**CALL TO ORDER/WELCOME**

President Jim Garretson called the meeting to order at 5:30pm; all in attendance were welcomed.

**AGENDA**

R. Puthran made the motion to approve the agenda, seconded by J. Hehner, and the motion carried.

**CONSENT AGENDA**

Consent agenda included minutes of the March 22, 2021 Board of Trustees meeting and Director's Report.

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

**ITEMS REMOVED FROM CONSENT AGENDA**

Nothing was removed.

**CLAIMS AND WARRANTS**

D. Kramer shared that we are a quarter through the year. Our operating expenditures stand at about 19.2% of total budget. J. Garretson asked about the interest earnings; D. Kramer explained that we do get interest earnings on bond proceeds. J. Garretson asked for clarification regarding Skillman; M. Griffith and D. Kramer provided answers explaining the expenditures and the process. D. Kramer provided a detailed explanation of the Bills List as well as some of the rules defining the budget.

C. Wilson made a motion to receive the Financial Report, seconded by J. Hehner, and the motion carried.

C. Wilson made a motion to approve the March Bills List, J. Hehner seconded, and the motion carried.

## **TRUSTEE REPORTS**

Foundation/Friends: L. Hamilton provided an update on the Friends' Book sale. Last weekend was the children's book sale, and it was hugely successful. The book sale sold out by 1:00 p.m. The sale made \$1400; the bookstore collected \$600. L. Hamilton thanked C. Owens for all the books being donated from the collection for the mystery book sale next weekend. J. Garretson asked for some details regarding how many items we purchase and withdraw; a discussion ensued.

L. Hamilton also discussed the online cooking class fundraiser; 32 people attended.

## **STAFF REPORTS**

B. Swanay announced the retirement of C. Owens. P. Napier thanked her personally for the Seed Library. C. Owens made some lovely remarks detailing her career at CCPL; she thanked the library board for their support.

## **RENOVATION UPDATE**

M. Griffith detailed the updates for the building, including a lot of progress on the expansion. Drywall is being hung on the administrative areas; painting will start in the next 30 days. They are continuing to frame the children's and teen spaces; drywall will begin in the next two weeks on the first floor. The façade should begin in late May, early June. The roof is being placed in the north expansion in the next two to three weeks to allow for fireproofing, etc. The parking structure will begin at the beginning of June. J. Hehner, J. Garretson, R. Puthran, and B. Swanay asked some follow up questions regarding the solar array, the retention pond, and the parking structure; all were answered by M. Griffith. A tour for board members will be tentatively scheduled for June.

B. Swanay stated that the focus has been on the children's department and is confident that we can secure an artist for the feature wall in children's; there will be an area teen artist selected to create the art for the feature wall in the YA space.

## **OLD BUSINESS**

### **Construction Cost Update**

M. Griffith stated it was on budget and on schedule. D. Kramer stated the detailed update can be found in the board packet.

### **Fourth and Main Roundabout**

B. Swanay stated that Jeremy Cashman will be attending the May board meeting to provide some information about this roundabout.

## **NEW BUSINESS**

### **CCPL Annual Report for 2020**

B. Swanay shared the report in the board packet and praised Christy Walker for her work on the report. J. Garretson asked when furniture would be placed in the branch for sitting and reading; B. Swanay responded with the changes we are making at the Merchants' Square location. R. Puthran asked about the strategic plan and how we are approaching it in the coming years. B. Swanay explained our goals and objectives had been created to support the move and renovation and many had been achieved. J. Hehner once again complimented the Annual Report.

### **Fourth of July Holiday**

B. Swanay requested approval for closing both Sunday and Monday (July 4, 2021 and July 5, 2021) due to the Carmelfest festivities. J. Hehner made a motion that the Carmel Clay Public Library close on Sunday, July 4 and Monday, July 5, 2021; C. Wilson seconded, the motion carried.

### **Review of By-Laws and Electronic Board Attendance Policy**

After a brief discussion and explanation, J. Hehner motioned to approve the new policy to attend electronically, R. Puthran seconded, motion carried.

### **Nominating Proposed Slate of Officers**

J. Garretson, J. Hehner, R. Puthran, and B. Swanay will meet as the nominating committee in order to propose a slate of officers by the July Board meeting.

### **ADJOURN**

P. Napier made a motion to adjourn the meeting, R. Puthran seconded, and J. Garretson adjourned the meeting at 6:28pm.