

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
May 24, 2021**

**Monon Community Center  
5:30 p.m.**

Present: President Jim Garretson, 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; Foundation Director Liz Hamilton; Human Resource Manager Cindy Wenz

Guests: Marc Griffith, Antone Sgro, Mike Reuter, Jeremy Kashman

**CALL TO ORDER/WELCOME**

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

**AGENDA**

R. Puthran moved to adopt the agenda, seconded by P. Napier, and the motion carried.

Financial Consultant Mike Reuter presented the fiscal plan. A summary of the plan is included.

Jeremy Kashman, Director of Engineering for the city of Carmel, gave update regarding the proposed roundabout at 4th and Main Streets. One option being considered is creating a tabletop where the roundabout is a higher elevation than the rest of the roadway. In addition, at each pedestrian crossing, there would be push button to activate rapid flashing beacons. The civil site designer has coordinated elevations and roundabout location layout with the city roundabout designer. To reduce traffic speed, J. Kashman suggested keeping the exterior curb lines where they are currently and narrow each lane to a ten-foot travel lane. The added space provides room for a landscaped median on Main Street. This alteration creates the boulevard feel in front of the high school and the library. It also creates safer mid-block crossing locations through the corridor. Also, a pedestrian refuge island would be created in the landscaped median. There will be additional pedestrian crosswalks as well. J. Kashman showed another schematic that depicts two roundabouts, one at 4th and Main with raised pedestrian crosswalks and one at Lexington and Main. This option also includes two midblock crosswalks at grade level. The way the traffic comes in and out of the high school will be modified. The functionality of the plan once it is implemented will continue to be monitored. Funding for the roundabout was approved in 2017. The goal for the city is to move forward with the roundabout next summer. B. Swanay thanked J. Kashman for attending the board meeting.

**CONSENT AGENDA**

Consent agenda included Minutes from the April 26, 2021 Board of Trustees meeting and the Director's Report. S. Kim moved to approve the minutes, seconded by J. Hehner, and the motion carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda.

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**CLAIMS AND WARRANTS**

D. Kramer stated he would reserve his time for June and July to discuss tax receipts and debt service payments since the agenda is full.

J. Hehner moved to receive the financial report, seconded by C. Wilson, and the motion carried.

J. Hehner moved to approve the bills list, seconded by R. Puthran, and the motion carried.

**TRUSTEE LIAISON REPORTS**

L. Hamilton provided an update on the Friends and Foundation. The Foundation will host a donor celebration at the Gazebo concert on June 23, so the board should expect an email invitation.

J. Garretson provided a Telecommunications Commission update. J. Garretson stated people are complaining about the 20-foot telephone poles with cell towers on them for 5G. The legislature ignored the issue. There is nothing the Telecommunications Commission can do.

**STAFF REPORTS**

There were no staff updates.

**RENOVATION UPDATE**

A renovation update was included in the board packet.

**NEW BUSINESS**

P. Napier provided an update to the Total Reward Project Merit Pay. B. Swanay, C. Wenz, B. Meyer, and P. Napier met several times with a consultant with First Persons Advisors. P. Napier stated they are looking at adding a pay for performance or merit pay concept for employees allowing for more opportunity to reward staff. The committee is currently leaning toward maintaining the annual increase so that all employees will continue to receive an increase, but also built into the budget would be an opportunity for performance increases. The current performance evaluation will be looked at, and a system will need to be created to evaluate all employees with equity. In addition, job descriptions will need to be reviewed and an education process will be necessary for supervisors. Five areas of competencies will be a part of all staff evaluations. Those areas of competency include library resources and tools, customer service, teamwork attitude, adaptability and flexibility, and safety. This process will require the organizational chart to be updated. This process should be complete by 2023. Discussion ensued regarding merit pay, and it was decided that there will be further discussion in the future.

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J. Garretson referred to an agreement from Telamon for professional services included in the board packet. M. Griffith summarized the service agreement. The agreement is for engineering services from Telamon to produce biddable documents that will be put out for public bid for that work to be accomplished and put onto the roof of the facility. If the agreement is approved this evening, construction of the solar array would be complete near the substantial completion of the project, so the timeframe works with the construction schedule. J. Hehner stated for the record that S. Kim who is part of Telamon and also a board member is not in the room nor is she a part of this discussion. M. Griffith stated that some additional information had been received regarding rough order of magnitude as far as the performance of the system and the anticipated payback of the system. The payback is about twelve years to get back the initial investment of about \$400,000.

R. Puthran moved to accept the agreement for professional services between the Carmel Clay Public Library and Telamon Enterprise Ventures for the solar services project, seconded by J. Williams, and the motion carried.

J. Garretson referred to a document regarding the nominating committee. The document provided suggestions for officers and committee assignments beginning July 1, 2021. J. Garretson explained that the Telecommunications Commission representative is appointed as such for a two-year term. The vote for the nominating committee will be at the June board meeting. J. Garretson mentioned a tour of the library will be scheduled toward the end of June. J. Garretson stated the June board meeting will be held in the Hensel Government Center.

**OLD BUSINESS**

It was decided the roundabout documents, an action item, be deferred to the June board meeting. J. Garretson suggested having Jane Herndon to look at the roundabout documents.

J. Garretson stated the change in the by-laws allows a board member to vote electronically in scheduled meetings following the electronic meeting attendance policy per HEA 1437.

C. Wilson moved to accept the change in by-laws allowing electronic voting, seconded by J. Williams, and the motion carried.

**ADJOURN**

P. Napier moved to adjourn the meeting at 7:36 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm