

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
June 28, 2021**

**John W. Hensel Government 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; Managers Lisa Dick, Peter Konshak, Christy Walker

Guests: Marc Griffith, Antone Sgro, Cheryl Cooper, David Temple

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 J. Hehner, and the motion carried.

CONSENT AGENDA

Consent agenda included Minutes from the May 24, 2021, Board of Trustees meeting, May Director's Report, June Director's Report, Personnel changes, and Resolution 2-2021: Annual Review of the Non-Residential Fee. J. Hehner moved to approve the consent agenda, seconded by S. Kim, and the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

CLAIMS AND WARRANTS

D. Kramer stated May is a revenue month when we receive the first disbursement of property taxes and miscellaneous taxes. The library received about 27 percent, which is on target. D. Kramer stated for Extra LIT distribution, we received \$579,000. Last year we received \$425,000. In May we received \$58,000 in interest earnings from a CD. This is the last of the CDs with a high interest rate. D. Kramer explained \$77,168 from an operating reserve fund was given to the library after the dissolution of the Building Corporation. D. Kramer referenced a payroll processing fee of \$2,934 for a new contract and pricing with ADP. The new pricing will be \$9,000 less for the next two years. Our operating expense is at about 33 percent which is over 10 percent ahead of where we should be in terms of expenditures. B. Swanay stated the job description for the Finance Manager is being reviewed. Since D. Kramer is retiring at the end of December, the goal is to post the opening and hire a replacement in enough time for D. Kramer to train the new Finance Manager.

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

S. Kim moved to approve the bills list, seconded by J. Hehner, and the motion carried.

TRUSTEE LIAISON REPORTS

Cheryl Cooper, Chairman of the Foundation Board, provided an update on the Foundation. C. Cooper commended Lisa Hargis, Administrative Assistant for the Foundation, for her effort

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supporting the Friends and Foundation. The Foundation currently has six endowments with the Legacy Fund. The total of the endowments amounts to \$875,000. The Foundation diversified their funds into three CDs of \$100,00 with three local banks: Merchants Bank of Indiana, Old National, and First Merchants. The philosophy for diversifying is to support establishments who support the Foundation. C. Cooper stated the Evening of Thanks took place at the Gazebo. The Guild is planning the Guided Leaf visiting authors program in October. The authors have been selected for Writers at the Pavilion on Wednesday, October 6th at 7:00 at the Ritz Charles. The Guided Leaf Luncheon will be Thursday, October 7th. The authors for this event will be revealed on July 21st. C. Cooper stated the monthly virtual author Facebook interviews have been well received with a total of 1,200 views. The merger of the Friends with the Foundation has been beneficial for both organizations and the library staff. The Friends annual gross income is nearing \$60,000. The Foundation is working on sponsorship opportunities for the new building.

STAFF REPORTS

B. Swanay said the library had to be closed early today due to an issue with the fire alarm system, but the technician verified that it would be safe to open the library tomorrow.

P. Napier stated last month the board was presented with a proposal for Digital Media Lab staffing that we would like to go into effect by 2022. In the future, the job descriptions and organizational chart will be reviewed to prepare for the opening of the new library. P. Konshak summarized the staffing needs of the DML.

J. Hehner moved to approve the Digital Media Lab staffing proposal, seconded by P. Napier, and the motion carried.

RENOVATION UPDATE

Marc Griffith with Veridus provided a renovation update and stated the project is still on schedule. His submitted report is included in the Consent Agenda.

NEW BUSINESS

J. Hehner moved to approve Resolution 2-2021: Annual Review of Non-Resident Fee, seconded by R. Puthran, and the motion carried.

OLD BUSINESS

J. Williams and B. Swanay met with Jeremy Kashman, Jeff Worrell, Marc Griffith, and Roger McMichael met to discuss the proposed roundabout at Main and 4th Ave. and concerns about safety. There are some benefits to the proposed roundabout including controlling traffic speed, aesthetic reasons, and the expense of repair to the existing stop light. One option suggested was to approve the roundabout but to have an option requiring traffic to stop at key times, specifically at the end of the school day when hundreds of students cross the street. Jeff

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Worrell asked the library board to pause the process of approving said roundabout so he could investigate the issue further. In addition, some of the documents need to be revised because

some of the parcels were misidentified. There is no reason, therefore, for the board to take any action at this time.

J. Garretson summarized the proposed officers, committees, and liaisons for the board of trustees. The proposed slate was presented to board members last month. The document of the proposed officers, committees, and liaisons are included in the board packet.

J. Williams moved to accept the nominations, seconded by S. Kim, and the motion carried.

D. Kramer referred to a document included in the board packet for information only that details the construction costs for the renovation project.

J. Hehner was thanked for his 16 years of service to library and was presented with a farewell gift.

ADJOURN

J. Hehner moved to adjourn the meeting at 6:32 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm