

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
July 26, 2021**

**John W. Hensel Government Center
5:30 p.m.**

Present: President Patti Napier, Secretary Casey Wilson, Treasurer Dan Kramer; Members Jim Garretson, Stephanie Kim, John Williams, Xiao Ou Yuan; Director Bob Swanay; Foundation Director Liz Hamilton; Managers Lisa Dick, Sara O'Sha, Christy Walker

Guests: Marc Griffith, Kevin Huse

CALL TO ORDER/WELCOME

President P. Napier called the meeting to order at 5:30 p.m. All in attendance were welcomed. P. Napier requested to amend the agenda to include a Roundabout Discussion under Old Business, an appointment to the Telecommunication Committee, and a Foundation staff report provided by L. Hamilton.

AGENDA

S. Kim moved to adopt the agenda, seconded by J. Williams, and the motion carried.

CONSENT AGENDA

Consent agenda included Minutes from the June 28, 2021, Board of Trustees meeting, July Director's Report, and Veridus Renovation update from Marc Griffith. The minutes of the June 28, 2021, board meeting should be amended to state that C. Wilson was not in attendance of the meeting. S. Kim moved to approve the consent agenda as amended, 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 we are 50 percent through the year. The spring tax distributions are included. Property taxes came in at 52.69 percent as opposed to last year at 50.66 percent. D. Kramer pointed out the license excise tax which is well below what was anticipated through the first six months. D. Kramer will discuss the drop with Mike Reuter. The bottom line on our expenditures shows 16.1 percent of the budget which includes the construction line of \$11,980,000. If we back out, we are really at about 39 percent of our operating budget. D. Kramer stated there is nothing out of the ordinary in terms of balances. We continue to draw down on the 2020 bond fund.

J. Garretson moved to receive the financial report, seconded by S. Kim, and the motion carried.

D Kramer mentioned that our first six months of debt service on the two bond issues was paid in June. There is one more, then the 2019 bonds will be paid off.

S. Kim moved to approve the bills list, seconded by C. Wilson, and the motion carried.

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TRUSTEE LIAISON REPORTS

STAFF REPORTS

L. Hamilton stated she and B. Swanay discussed naming right opportunities and sponsorship opportunities for the renovated building. L. Hamilton will send an email outlining the specifics of the process, so board members have time to review it and offer suggestions next month. L. Hamilton said the Guild just announced the authors for the Guilded Leaf. L. Hamilton encouraged board members to attend either Writers at the Pavilion or the Guilded Leaf Luncheon on October 6th and 7th respectively. L. Hamilton stated that corporate tables are available for both events, adding that they are expecting a big crowd. In addition, L. Hamilton stated two authors will host in-person programs in November. Both events will be held at Feinstein's at Hotel Carmicheal. The first event will be on November 9th at 7:00 p.m. and will feature Jenna Blume. On November 23rd at 1:00 p.m., Neil Stephenson will be the featured author. Lastly, on December 1, a donor thank you cocktail party will be held at the Hotel Carmicheal before shopping at the Christkindlmarkt. L. Hamilton will populate board members' calendars with the previously mentioned dates.

RENOVATION UPDATE

Marc Griffith with Veridus provided a renovation update. The design team is working on construction administration. They are also in the process of working through the design of furniture, fixtures, and equipment. In addition, they are working on exterior and interior signage. Construction is moving along well. There was a scheduling impact due to the late delivery of roofing materials. The rain during the month of July also impacted their ability to put the roofing down; however, they are currently progressing well. Another significant activity is the parking structure which has begun to take shape. M. Griffith stated the steel process is complete for the most part. Exterior framing can be seen for the enclosure of the building. The window materials are being received. Inside the building, drywall finishing, taping, and painting can be seen, specifically in the teen area and the administrative office area. Tiling of the bathrooms should begin soon. They should be wrapping up the slab infill of the café. There were two responses to the RFP for the café. The team has interviewed both respondents and is in the process of identifying what the lease terms should be for the library and the partner. There is a solar meeting scheduled for Wednesday, July 28th to review the preliminary design with the design team to make sure it is in alignment with the library's expectations. Further updates regarding the solar meeting will be presented at the next board meeting. M. Griffith answered a few questions.

B. Swanay mentioned K. Kersey is retiring, but she was able to tour the construction site last Friday. B. Swanay stated Wendy Phillips, the former director of the library, was also able to tour the building. B. Swanay will provide a more comprehensive report of the new outreach strategies. Some new strategies are due to COVID, and some are due to our current temporary location. Some strategies will look beyond both challenges to try new approaches. Part of the current approach is that we are trying to work as many festivals and get outside as much as

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possible. B. Swanay said L. Hamilton and he participated in a Farmers Market on Carter Green. The library also participated in some teen-led festivals, including the Carmel Pridefest. This weekend the library will be represented at the Equity in Education on Carter Green. B. Swanay stated the number of COVID cases are increasing, so it is possible that the library will tighten procedures in the future.

OLD BUSINESS

B. Swanay said M. Griffith spotted some mistakes in the deed documents for the proposed roundabout at 4th and Main. For this reason, Ice Miller reviewed the documents and confirmed the errors. B. Swanay informed the city's engineer, but he has not received corrected versions yet. No action, therefore, can be taken at this time. B. Swanay is getting closer to recommending that we proceed with the roundabout because we have been successful in communicating our concerns, and the city has made an effort to hear those concerns. City Councillor Jeff Worrell wants to meet again. J. Williams suggested waiting to decide about the roundabout until the meeting with Jeff Worrell takes place.

P. Napier stated there is a position on the Telecommunications committee that needs to be filled. P. Napier commended J. Garretson for his years of service on this committee. S. Kim agreed to serve as the library representative on that committee. B. Swanay stated the city clerk would like a copy of the board minutes to show the appointment.

C. Wilson moved to approve the nomination of S. Kim to the Telecommunications committee, seconded by X. Yuan, and the motion carried.

NEW BUSINESS

D. Kramer stated Resolution 3-2021: Authorizing the Investment of Public Funds is a resolution considered every year. The resolution gives the library the flexibility to approve the bid of any bank located in the state from which to purchase CDS through a bidding process.

X. Yuan made a motion to accept Resolution 3-2021, seconded by J. Williams, and the motion carried.

P. Napier welcomed new board member Xiao Yuan and welcomed Sara O'Sha as the new manager of Adult Services.

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ADJOURN

S. Kim moved to adjourn the meeting at 6:00 p.m., seconded by X. Yuan, and the motion passed.

Casey Wilson, Secretary
Board of Trustees

/jrm