

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 20, 2021**

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

Present: President Patti Napier, Vice President Ranj Puthran, Treasurer Dan Kramer, Secretary Casey Wilson; Members Jim Garretson, John Williams, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Ije Diké-Young, Christy Walker; Foundation Director Liz Hamilton

Guests: Marc Griffith, Daniel Fleming, Hal Espey, Micah Abbott

CALL TO ORDER/WELCOME

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

AGENDA

C. Wilson moved to adopt the agenda, seconded by J. Williams, and the motion carried.

P. Napier recognized the contributions to the library of D. Kramer who is retiring and J. Garretson whose term expires.

CONSENT AGENDA

Consent agenda included Minutes from November 22, 2021, Board of Trustees meeting, Personnel Changes, and Items Declared Surplus.

R. Puthran moved to approve the consent agenda, seconded by J. Garretson, and the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

DIRECTOR'S REPORT

B. Swanay added that he had received a multitude of thanks and appreciation from staff regarding the bonus. B. Swanay shared some of the comments with the board that he received. J. Garretson moved to approve the Director's Report, seconded by J. Williams, and the motion carried.

CLAIMS AND WARRANTS

I. Dike-Young referred to the monthly report for November stating that we have received about 80 percent of revenues that were projected. In addition, we have received about 92 percent of our Local Income Tax. As of today, we have also received almost 100 percent of our property taxes with the December collection. We are, therefore, on track on the revenue side. In terms of expenditures, if you take out the renovation/expansion 11.9 million dollar amount, we have spent about 71 percent of our budget. Since it is November, we are at 92 percent through the year. We do not expect to spend all our budget since we budget conservatively. We typically spend about 80 percent of our budget by this time, so we are doing well. The bonuses will be reflected in December, but we should still be in good shape.

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R. Puthran moved to receive the financial report, seconded by C. Wilson, and the motion carried.

In terms of the bills list, I. Dike-Young stated the bills list will be shown for the previous month, and it will tie to the financials. It helps with internal controls to make sure the board is shown a complete list. The bills list this month shows the payroll amount of about \$270,000. If you add the \$677,000 for the operating fund, it ties to our expenditures on the financial report.

R. Puthran moved to approve the bills list, seconded by C. Wilson, and the motion carried.

TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

There were no staff reports.

RENOVATION UPDATE

Marc Griffith with Veridus included an update of the renovation and expansion project. This summary is included as a separate document.

OLD BUSINESS

P. Napier referred to the roundabout discussion that was postponed until the December meeting. B. Swanay consulted Jane Herndon who does not have an issue with the proposal. Unfortunately, the meeting with the school could not be arranged until January 3, 2022; therefore, reporting the school's plan on pedestrian safety will need to be done at the January meeting. There was no action taken regarding the roundabout issue.

NEW BUSINESS

Resolution 7-2021: Resolution to Pay Bills with Prior Approval. There was no discussion.

J. Garretson moved approval of Resolution 7-2021, seconded by R. Puthran, and the motion carried.

Resolution 8-2021: Transfer of Fund from Operating Fund to Rainy Day Fund. This transfer was recommended by Mike Reuter. D. Kramer explained that we are limited to a maximum amount of 10 percent of our entire budget. This transfer will bring the total to \$10,600,000. Eight to ten million will be spent on the renovation/expansion project.

R. Puthran moved to approve Resolution 8-2021, seconded by J. Williams, and the motion carried.

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Resolution 9-2021: Adoption of Encumbrances and Transfers. There was no discussion.

J. Garretson moved to approve Resolution 9-2021, seconded by C. Wilson, and the motion carried.

ADJOURN

P. Napier adjourned the meeting at 5:56 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm