

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
November 22, 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, Stephanie Kim, John Williams, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Cindy Wenz, Ije Diké-Young

Guests: Marc Griffith, Kevin Huse, Daniel Fleming, Steve Smith, Hal Espey

**CALL TO ORDER/WELCOME**

President P. Napier called the meeting to order at 5:28 p.m. All in attendance were welcomed.

**AGENDA**

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

**CONSENT AGENDA**

Consent agenda included Minutes from the October 25, 2021, Board of Trustees meeting.

J. Garretson 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.

**DIRECTOR'S REPORT**

B. Swanay added that the RJE report about Main Library furnishings only included some things as the color choices are still in flux. He stated we are prioritizing this because there could be issues regarding the supply chain which would jeopardize having everything in time for the opening next year. B. Swanay also stated he was quoted in the Current in Carmel regarding students parking in the parking garage. He said that students were welcome to park in our parking garage and facility when they are using the library, but we are trying to not have students use library parking spots while attending school. There will be about 400 parking spaces. Relative to the number of student drivers, it could easily just become student parking and not library parking, and we need to make sure parking is available for patrons. B. Swanay attended a Commission committee meeting. The ordinance allowing officers and community officers to issue fines for students parking inappropriately made it out of committee. It is still uncertain as to whether an officer could write a ticket to a student parking in the library parking structure. We will continue to look for the best way to enforce parking restrictions on people who are not using the library. There was discussion regarding window shades, furniture, the catering kitchen, and storage at the Main Library. B. Swanay stated that selling the mobile library is a good option since we are not planning to use it as described in the Director's report. The library van accommodates our needs without us having to spend a lot of money repairing the mobile library. The board may be asked to take action in December regarding the selling of the mobile library.

J. Williams moved to approve the Director's Report, seconded by C. Wilson, and the motion carried.

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P. Napier welcomed Ije Diké-Young to the staff.

**CLAIMS AND WARRANTS**

D. Kramer stated we are 83 percent of the way through the year as of October 31. None of the major categories come close to 83 percent as far as spending our appropriation. In fact, separating operating from construction, operating is about 63.5 percent of the appropriation. D. Kramer said P. Konshak would like to get technology going for the new library because of the supply chain issues. For this reason, there could be more expenses than normal before the end of the year. Next month will reflect the first fall draw of taxes. In terms of fund balances, we exhausted all our state technology fund grant money. We get approximately \$30,000 per year to spend on internet, and we have drawn it out.

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

In terms of the bills list, D. Kramer made note of the significant amount paid to OverDrive. There were about \$72,000 worth of invoices paid in the last month. This is not an unusual amount. Ingram is also a substantial invoice. Lastly, in terms of the 2020 bond fund, D. Kramer stated that the Skillman and Veridus invoices did not make it into this bills list. They will, therefore, be included in the next bills list. They are typically about a million and a half to two million dollars.

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

**TRUSTEE LIAISON REPORTS**

There were no reports.

**STAFF REPORTS**

B. Swanay stated L. Hamilton left the support card for board members to review. P. Napier stated the author event at the Hotel Carmichael was successful. She said the author was well received, and the setting was awesome as was the feel and energy in the room. She expressed her appreciation for the event.

**RENOVATION UPDATE**

Marc Griffith with Veridus included an update of the renovation and expansion project. This summary is included as a separate document. M. Griffith will work with Skillman to get a tour scheduled in December for board members.

**OLD BUSINESS**

An updated document of project-related expenses was included in the board packet.

Documents related to the planned roundabout were sent to B. Swanay by Jeremy Cashman shortly before the board meeting. P Napier apologized for the late arrival of the documents.

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B. Swanay noted that the documents do not include illustrations of some of the safety elements. Also, the letter that was included in the documents states that "concessions to development standards benefiting CCPL were made by the department of engineering in exchange for the dedication of right away for the new roundabout." B. Swanay noted that there was no official agreement nor exchange made. J. Garretson stated that the library's attorney should review the documents before the board votes on it. J. Williams mentioned the two documents referred to by B. Swanay are not specific to the proposed roundabout by the new library but rather provide general information regarding roundabouts. R. Puthran stated he expected the documents to include a detailed view with diagrams pointing out where the crosswalks would be located. B. Swanay passed around the most recent map he has that shows two planned crosswalks on Main Street. J. Williams stated that the letter included in the documents mentions that a positive benefit of the plan is slowing the traffic down from an average of about 30 miles per hour to about 20 miles per hour. J. Williams thought it was important to realize Main Street has had no issues with accidents, so there is not anything to be fixed. J. Garretson voiced concern about the width of the driving lanes. There was further discussion regarding the roundabout.

J. Garretson suggested discussion be postponed until the December meeting to give attorneys time to review the documents received by Jeremy Cashman.

B. Swanay stated the deed documents are fine because they have been reviewed several times; however, there has not been enough time to review the letter nor have the concerns brought forth by the library board been fully addressed. B. Swanay will take the letter to Ice Miller for review and communicate to the city that the library board still has the same safety concerns that have not been addressed. B. Swanay will request more information than what is provided in the letter and let them know that no exchange agreement has been made. J. Williams said having the ability to stop traffic at peak times of the day would be beneficial for the safety of the students. B. Swanay will be in contact with the city, the high school, and Ice Miller. B. Swanay will request that the board have all available, up-to-date information. There was further discussion regarding Hawk signals, crossways, and crosswalk guards. B. Swanay stated there was discussion at one point about rapid flashing beacons to be at the crosswalks. It was decided to table the discussion until the December board meeting when additional information can be brought to the board.

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**NEW BUSINESS**

J. Williams stated the personnel policy met and supports the decision to provide staff with a three percent increase in salary, adjusting the pay grades, and a one-time bonus for staff for their efforts during the pandemic and the physical move of the library. The one-time bonus will be given before the holidays. There was a brief discussion about minimum wage.

R. Puthran moved approval of the three percent salary increase, adjusting the pay grades, and the one-time bonus for staff, seconded by X. Yuan, and the motion carried.

P. Napier referred to the Diversity Equity, and Inclusion statement draft included in the board packet. B. Swanay stated the statement will complement our mission statement. The DEI statement will help guide the library in the next strategic plan. B. Swanay hopes the next strategic plan can be focused on people. He feels there is a lot of potential to reach more people in Carmel and that the DEI statement is a good framework for us to launch.

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

**ADJOURN**

P. Napier adjourned the meeting at 6:28 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm