

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 25, 2019**

**Board Room
5:30 p.m.**

Present: President Jim Hehner, Vice President Jim Garretson, Treasurer Dan Kramer, Secretary Patti Napier; Members Stephanie Kim, Ranj Puthran, John Williams, Casey Wilson; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Katherine Huddle, Katherine Kersey, Peter Konshak, Mandy Lotarski, Christine Owens, Christy Walker, Cindy Wenz; Facilities Supervisor Fred Sheats; Administrative Assistant Johnna Mishelow

Absent: Manager Jamie Beckman; Foundation Director Liz Hamilton;

Guests: Kevin Huse, Marc Griffith, Antone Sgro

CALL TO ORDER/WELCOME

President J. Hehner 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.

MINUTES

R. Puthran moved approval of the minutes of the October 28, 2019 meeting, seconded by C. Wilson, and the motion carried.

TREASURER'S REPORT

October Financial Report: D. Kramer presented the Financial Report stating we are through 83 percent of the year. Total expenditures are at 70 percent. D. Kramer mentioned line 6411, furniture line, which is for the new tables and chairs in the Young Adult department. On the funds report, D. Kramer mentioned the bond funds are being utilized for branch costs for Stenz, Rowland, and CTI.

S. Kim moved to receive the October Financial Report, seconded by J. Williams, and the motion carried.

November Bills List: D. Kramer stated he changed the first column. He included the fund name in addition to the fund code for clarification. On line 6412, there is a 2018 bond fund expenditure. It is construction that will show up on next month's income statement.

R. Puthran moved approval of the October Bills List, seconded by P. Napier, and the motion carried.

COMMITTEE REPORTS

Building & Grounds: F. Sheats had nothing to report.

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Finance: D. Kramer stated bond sale reports were included in the board packet. City Council approved the bond request, and we had a bond sale on Thursday. The interest rate is 1.37 percent on a \$3,000,000 issue for two years. The seven bids we received were listed on the Parity report which was included in the board packet. The closing is on December 17, 2019. D. Kramer stated the City Council approved a total bond issue for \$29,995,000. The vote was unanimous. The final hurdle is for DLGS to approve our budget. S&P confirmed the library's AA+ rating, which is an exceptional rating.

Personnel & Policy: P. Napier referred to the 2020 proposed salary increases. It was suggested for staff to receive a 3 percent increase. In addition, some adjustments need to be made to the pay scale to stay competitive. It was suggested to increase the pay ranges by 3 percent as well.

J. Garretson moved approval of salary increases, seconded by J. Williams, and the motion carried.

Strategic Planning: C. Walker provided some background to the rebranding project. C. Walker stated rebranding is recommended for a company or organization every five to ten years. Our current brand is seven years old. The time is right for us to do this now because we are nearing the end of the term for our current patron catalog. We will be launching a new catalog with some new features and enhancements. The current branding was tied into some design elements of this building that might be changed with the renovation/expansion project. The results of a staff and community survey of over 1,000 patrons showed that they think of the library as somewhere fresh, vibrant, welcoming, and friendly. C. Walker then showed the new logo. She stated it has a bold and broad color palate. She showed both colorful and monochrome examples of the logo that can be used for different kinds of formats, iterations, and audiences. The color scheme can be used not only for the marketing piece, but also could have some potential applications in the new building with color coding of different areas within the building. Wilkinson Brothers, a local firm, is the company that provided the branding. The diverse color palette can be used to reach some diverse audiences that are unique to public libraries. Examples of how the logo would look on various items were shown. The logo will be unveiled to staff at Professional Development Day. C. Walker provided board members with an invitation to a special sneak peek of the west branch on December 19.

B. Swanay stated that from the library perspective it is time for us to start talking to the community more about the renovation/expansion project now that the budget and the bonds have been approved. Through some of the discussion with Carmel Council, some of the images of the project were shared and are out in the public domain. The library will issue a press release regarding the project soon, maybe tomorrow. There will be social media posts, and the website will be updated. Kevin Huse stated the goal is to finish the plans within budget which is what they are in the process of doing, matching scope to budget. K. Huse said they still intend to meet with staff beginning tomorrow as it is not a fixed design without staff input. A. Sgro stated the goals used to design the library include increased parking, increased program spaces, state of the art teen spaces and updated and improved Children's Department,

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increased seating space and areas for tutoring, increased access to technology, the addition outdoor space, and a focus on energy efficiency. A. Sgro presented the site plans. There was discussion regarding the plans of the garage and the building. At this point, Skillman is revising their estimate. K. Huse stated he hopes to report the updated information at the next Steering Committee meeting on December 10. If all is on budget, then the schematic design phase will be complete. If we are over budget, revisions will have to be made. Veridus Group is researching sites for the library to temporarily move to during construction.

TRUSTEE LIAISON REPORTS

Foundation: L. Hamilton provided a written report. B. Swanay stated the Guided Leaf and Writers at the Pavilion events were very successful, the most successful in several measures. In terms of total income, this was the biggest year. They took in \$93,611.00. In addition, the attendance was greater than any previous years at 650 in attendance.

Friends: The merger between the Friends and the Foundation is going well. The by-laws are being finalized. The revenue of the Book Sale exceeded the target of \$10,000. P. Napier mentioned that Betty Beardsley just retired after volunteering at the Friends Book Store for 21 years. The Amazon sales are in the process of being rejuvenated. L. Hamilton is exploring the idea of having a book sale shelf at the branch.

Legislative: No report.

Telecommunications: J. Garretson stated there would be a meeting on December 5. J. Garretson stated the commission is finished with the 5G issue.

DIRECTORS REPORT

No additional information to report.

R. Puthran moved to accept the Directors Report, seconded by S. Kim, and the motion carried.

OLD BUSINESS

There was discussion regarding authority to approve change orders. It was decided B. Swanay has the authority to approve up to \$50,000 of change orders and report all changes to the board for receipt or approval. Any changes over \$50,000 must have prior board approval before the expenditure. Marc Griffith of Veridus Group will keep tally of the change orders.

J. Garretson made a motion to approve the change order authority stipulated above, seconded by J. Williams, and the motion carried.

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NEW BUSINESS

J. Garretson stated that five companies were interviewed for the owner's rep. J. Garretson stated the feeling was that any of the five companies could do the job. It was decided to use Veridus Group. J. Garretson stated Veridus was very well prepared. B. Swanay said the CMC model is new to libraries. It is considered best practice to pair a CMC with an Owner's Representative. B. Swanay introduced Marc Griffith, the project manager.

ADJOURN

President R. Puthran adjourned the meeting at 6:42 p.m.

Patti Napier, Secretary
Board of Trustees

/jrm