

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
August 22, 2022**

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

Present: President Patti Napier, Vice President Ranj Puthran, Secretary Casey Wilson, Treasurer Ije Diké-Young; Members Stephanie Kim, Anne Poindexter, John Williams, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Myer; Managers Lisa Dick, Christy Walker, Cindy Wenz

Guests: Marc Griffith, Victor Landfair, Antone Sgro, Officer Smith, Has Espey

CALL TO ORDER/WELCOME

President P. Napier called the meeting to order at 5:31 p.m. All in attendance were welcomed.

AGENDA

A. Poindexter moved to adopt the agenda, seconded by C. Wilson, and the motion carried.

CONSENT AGENDA

The consent agenda included Minutes from July 25, 2022, Board of Trustees meeting, Veridus Construction Update minutes, Resolution 5-2022: Commitment to Join Indiana State Library Consortium for Public Internet Access, List of 2023 Holidays and Closings, Board Meeting Dates for 2023, and Claims and Warrants.

A. Poindexter moved to approve the consent agenda, seconded by R. Puthran, and the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

DIRECTOR'S REPORT

B. Swanay said he had nothing to add to the written Director's Report.

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

TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

There were no staff reports.

RENOVATION UPDATE

Victor Landfair stated Skillman's goals are now related to the soft opening of the library in mid-September and the grand opening October 1st. Epoxy resins are a problem with the supply chain affecting the completion of counter tops and work surfaces. Temporary countertops will be used if all the countertops do not arrive before the opening. The Community Room will be completed last because all efforts are being focused on the main corridor.

**Minutes of the Board of Trustees Meeting
August 22, 2022
Page 2**

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

OLD BUSINESS

B. Swanay stated the Nominating Committee was discussed in May, but it was inadvertently left off the July agenda. In the board packet there is a slate of proposed officers and committee liaisons. A change to the proposed slate is that B. Swanay suggested A. Poindexter be on the Personnel and Policy Committee. In addition, the proposed slate should include Ijeoma Dike-Young in finance instead of Dan Kramer.

J. Williams moved to accept the proposed slate of officers including A. Poindexter being appointed to the Personnel and Policy Committee, seconded by S. Kim, and the motion carried.

NEW BUSINESS

2022 Year End Holidays – A change was made due to the days the holidays fall on the calendar. A. Poindexter moved approval of the holiday schedule, seconded by S. Kim, and the motion carried.

A job update description was included in the packet. B. Swanay stated he met with the Personnel and Policy Committee to discuss the fact that there is one position, the Communications Specialist, whose job has significantly changed. For this reason, the job description was updated. When the current duties were reviewed, it was discovered that this position was out of alignment with the pay scale. It was a level 6 position, but it needs to move to a level 7 position. Most communication used to be print based, but now it will be digital signage.

A. Poindexter moved approval of the updated job description, seconded by R. Puthran, and the motion carried.

Parking Lot Agreement with the high school – B. Swanay stated that Carmel High School is also undergoing construction, causing them to lose parking spaces used for sick students to be able to park closer to the school. The school usually has a cache of about 75 spots reserved for that purpose. For this reason, they asked the library to help. B. Swanay said he felt the west lot would be able to accommodate up to 25 such spots for students for one year. A parking permit would be made for students using the lot. This agreement would not take effect until the library has control of the parking lot again and Skillman has completed construction. There was a discussion regarding the pros and cons of the parking agreement.

J. Williams moved to approve the parking agreement, seconded by S. Kim, and the motion carried with A. Poindexter voting nay.

**Minutes of the Board of Trustees Meeting
August 22, 2022
Page 3**

ADJOURN

P. Napier adjourned the meeting at 6:08 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm