

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
February 27, 2023**

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

Present: President Patti Napier, Vice President Ranj Puthran, Treasurer Ije Dike-Young, Secretary Casey Wilson; Members Stephanie Kim, Anne Poindexter, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Katherine Huddle

Guests: Ann O'Hara, Victor Landfair, Marc Griffith, 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**

R. Puthran moved to adopt the agenda, seconded by S. Kim, and the motion carried unanimously.

**CONSENT AGENDA**

The consent agenda included Minutes from January 23, 2023 Board of Trustees meeting, Minutes from January 23, 2023 Executive Session, and Claims and Warrants.

C. Wilson moved to approve the consent agenda, seconded by A. Poindexter, and the motion carried unanimously.

**ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda.

**DIRECTOR'S REPORT**

P. Napier commended B. Swanay on his presentation to the City Council. P. Napier acknowledged that the number of ongoing items still on the punch list continues to be a struggle for B. Swanay and staff. B. Swanay stated that we have a new project manager, Tyler Barker. Since he began, many of the items on the punch list have been addressed; however, B. Swanay stated that the faulty doors remain a problem. There was a team in the building today taking inventory of every door in the building. Last week, students' school materials were locked in a study room that could not be opened because the keypad stopped working and there was no key. Another area of concern is the garage elevator. The elevators are serviced by a company out of Lexington, KY, so every time the elevator goes down it takes a couple of days for the service people to get here. We need to have a better understanding of what is going on with the elevator and why it keeps failing so often. Another area of concern is that the parking garage was not properly sealed where the building and the garage meet; therefore, water leaks right where the entrance is. On a rainy day, patrons will get wet inside the garage. Also, there is a weak point in the wall of the DML where the sound is getting through. It does not meet our quality standards. We need a quality of soundproofing in those spaces. B. Swanay stated the 3D Printing Expo is this Saturday. We have not had a Printing Expo since 2019. The keynote speaker for the event is Brian Ballinger, the artist who did the mural in the Children's Department (who is also going to be the artist in residence at the Indianapolis Children's Museum). At the expo, he will discuss how to take a two-dimensional drawing and create a 3D object. Lastly, Kevin Huse from Ratio retired. His last project was our renovation/expansion.

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Victor Landfair stated the elevator issues were not installation issues, but rather sensitivity issues. S. Kim raised concerns that Skillman, as the GC, is responsible for selecting what is best for the building, and they are the vendor Skillman selected. She did not feel Victor Landfair's answer was adequate. V. Landfair said the specifications were written by the architect. There were two or three manufacturers from whom we could solicit bids. The lowest bidder was the bid that was used. V. Landfair went on to say he could only hold them accountable for the warranty they provided. V. Landfair said the warranty does not specify how quickly they would respond to problems. He stated he could only go to a manufacturer's representative. He has no power to get them to be more responsive. Before the warranty period is over, V. Landfair will make sure that we have the protections. Right now, he said, we are still dealing with initial warranted items. He will not let this issue slide past the warranty deadline. V. Landfair will find out when the warranty on the elevator expires. A. Poindexter asked to expedite the review of the elevator warranty. There was discussion about the elevator's materials which might make it more sensitive. V. Landfair stated that he was told it was the owner's responsibility to keep the elevator shaft clean. B. Swanay said that Dave Smith, Facilities Supervisor, is going out to check and keep it clean, and yet it is still extremely sensitive. B. Swanay answered that a mother and daughter had gotten stuck in the elevator for about 30 minutes. S. Kim asked how many incidents we have to have before we say this is not a good product and should be replaced even though it is still under warranty. There was discussion about the risk to patrons and it being a liability issue. X. Yuan voiced his concerns about the elevator. V. Landfair suggested giving him 30 days to get a representative from the elevator beyond service level to come in to speak to us and M. Griffith to get some more definitive answers. V. Landfair stated he was at a loss defending a manufacturer who makes Skillman look bad. V. Landfair would like to have leadership from the manufacturer address the issues.

A. Poindexter moved to direct V. Landfair to meet with the elevator manufacturer representative within thirty days to bring a resolution of the elevator issues to the Board before the next meeting so they can consider what further action they wish to take, seconded by X. Yuang, and the motion carried unanimously.

A. Poindexter went on to say that another concern is having patrons and/or staff trapped in the elevator. Neither patrons nor staff nor patrons' property should be trapped or locked out of any space within the library. A. Poindexter gave V. Landfair seven days to figure out the solution to the problem. A. Poindexter was concerned about how we can be this far along without the lock situation being resolved. She stated it was embarrassing for staff and raised the concern about how many people the parents of the students whose items were locked in a room talked to and shared their experiences with. She suggested this problem be fixed immediately. V. Landfair apologized to B. Swanay and explained they brought in an independent contractor who is doing an individual warranty inspection of every door in the facility. V. Landfair stated it could take a week or two to complete the inspection. He will provide a report stating every door in the facility has been inspected, verified, and operational. V. Landfair said there was a quality control issue in the initial installation and that the third party should make progress. B. Swanay said Tyler Barker, the new Project Manager, is making progress and is good at communication.

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V. Landfair said they investigated the water leak in the garage and learned that the installation of that expansion joint was not per the manufacturer's recommendation. The proper materials were not used on that joint; therefore, they must get the correct materials to fix the joint. It is not a safety issue, nor will it have any negative impact on the structure. Repair on the joint will begin as soon as the materials are received. The water is also dripping on the holds lockers which causes condensation inside the lockers, but so far, no materials have been damaged. B. Swanay stated the holds lockers have been well received and used to capacity. He intends to add more holds lockers. B. Swanay stated when the garage elevator is not functioning, patrons cannot use the second level to park if they need the elevator. They must use the first floor or top to access the building.

R. Puthran moved to approve the Director's Report, seconded by X. Yuan, and the motion carried unanimously.

**TRUSTEE LIAISON REPORTS**

There were no reports.

**STAFF REPORTS**

Katherine Huddle, Manager of the West Branch, provided an update on the west branch.

**RENOVATION UPDATE**

M. Griffith provided a solar update. The majority of the panels are in place. The inverter will be delivered on March 6<sup>th</sup> and the main breaker will be delivered soon. The kiosk provider was out last week. It will have a dashboard that will show the performance of the system with a screen for patrons to view. There will also be a portion on our website.

V. Landfair stated all the punch list items have been consolidated to help better manage the progress. If something comes up, it goes to Tyler. According to V. Landfair, the list is now primarily cosmetic items. Some of the progress is the AV and shades in the Community Room. We are close to technology punch list items being complete. The remaining landscaping will be done this spring. General clean-up around the library is also being done. There are only 75 to 80 items on the punch list.

**OLD BUSINESS**

No old business was discussed.

**NEW BUSINESS**

I. Dike-Young presented Resolution 2-2023: Opening an Investment Account with Trust Indiana. The resolution gives I. Dike-Young the authority to open an investment account with Trust Indiana for diversification purposes. They are extremely competitive in terms of interest rates. I. Dike-Young stated our current bank gave us an increased interest rate of about 1 percent.

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A. Poindexter moved to approve Resolution 2-2023, seconded by R. Puthran, and the motion carried unanimously.

Programming Policy – B. Swanay said the policy has been heavily vetted by leadership and staff for several years. The policy provides transparency that can be shared with the public to explain the rationale of library programs.

A. Poindexter moved to accept the Programming Policy, seconded by S. Kim, and the motion carried unanimously.

**ADJOURN**

P. Napier adjourned the meeting at 6:26 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm