

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
May 22, 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, John Williams, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Mandy Lotarski, Sara O'Sha, and Christy Walker

Guests: Marc Griffith, Steve Smith

CALL TO ORDER/WELCOME

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

AGENDA

P. Napier amended the agenda by adding a water outage issue to new business.

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

CONSENT AGENDA

Consent agenda included Minutes from the April 24, 2023 Board of Trustees meeting, Claims and Warrants.

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

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

DIRECTOR'S REPORT

Director B. Swanay stated there is a problem with the new grand staircase. One of the stairs came out of alignment which could cause a tripping hazard. The terrazzo company will come Wednesday morning to assess the problem. Until then, the stairs will remain closed. B. Swanay said the solar panels are ready, but there is a problem with the inverter. Adjustments will be made to correct the problem. When everything is ready, a ribbon cutting will be held.

R. Puthran moved to accept the Director's Report, seconded by J. Williams, and the motion carried unanimously.

TRUSTEE LIAISON REPORTS

There were no reports.

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STAFF REPORTS

Mandy Lotarski provided an overview of the Youth Services and the Summer Reading Program.

RENOVATION UPDATE

M. Griffith reiterated that the solar array has a problem with the inverter. M. Griffith said that they are continuing to fix problems on the punch list. Some issues are warranty issues like the bathroom outlets. They are working on finding the source for the outlets tripping. An exterior punch walk was done to evaluate landscaping. Not all plants were able to be planted last fall. The results from the walk will be available from the design team this week. Antone, Tyler, and M. Griffith continue working through close-out documentation to complete the project paperwork. B. Swanay said he was gathering quotes to resurface or reseal the west parking lot. C. Wilson mentioned that the outdoor sign that says "Library" was not lit the other night. B. Swanay said he would investigate that. A. Poindexter inquired about the status of the technology issues in the Community Room. M. Griffith said that Tech Electronics is struggling with the communication between the AV, the lights, and the shades. B. Swanay stated that it is further complicated because the AV can control side A and side B, or it could be in combined mode for both rooms. B. Swanay stated that the software has given us a lot of problems. Also, some of the shades are cut rough. M. Griffith said three of the shades have been replaced, leaving two or three more that need to be fixed. They are waiting for the materials to fix the remaining shades. M. Griffith said the team came back to work through the punch list. Design 27, the technology consultant for the AV design, needs to go back through that specific punch list to fix the issues. There will be other owner training since the software is different than the original. B. Swanay said they will fix the power cord that is plugged into the wall directly above the shades once the shades are fixed. A. Poindexter recommended calling a special meeting for further action if Design 27 has not had a meeting on site within the next 15 days, seconded by C. Wilson, and the motion carried unanimously.

B. Swanay stated the work done in the DML video recording room is complete and the soundproofing has been significantly enhanced. M. Griffith stated that they were hoping to have the solar system online at the end of last week, but there was a problem with the inverters.

OLD BUSINESS

B. Swanay stated he met with Rosie Faulk. He feels she is a strong candidate for a board member. B. Swanay shared her resume with the board last month. B. Swanay will recommend the reappointment of John Williams by the school board and recommend Rosie Faulk to fill another school board-appointed position when Patti Napier's final term ends.

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NEW BUSINESS

Director compensation – A. Poindexter said the Personnel Committee recommends that there be a new category making the director a separate category for compensation and benefits. Additionally, a recommendation was made for one additional week of vacation and one additional week of PTO for the director’s position, seconded by R. Puthran, and the motion carried unanimously.

B. Swanay stated a new HR candidate has been hired and will begin June 12.

Collection Development Policy update – B. Swanay said the update is not changing the heart of the policy, but merely improving the reconsideration process. Seeing the reconsideration challenges occurring lately at other libraries, B. Swanay wanted to sharpen the entire policy with emphasis on the reconsideration portion. The changes can be seen in the board packet. R. Puthran suggested taking a line out on page two. Ann O’Hara agreed with the suggestion.

J. Williams moved to accept the Collection Policy update as recommended, seconded by X. Yuan, and the motion carried unanimously.

P. Napier stated the City of Carmel Water Department will be shutting the water off at the Main Library June 7 from about 8:00 am to 1:00 pm. They will be installing or making repairs to the area’s water system. B. Swanay stated they are removing a fire hydrant and changing the location. For this reason, the library cannot be open. B. Swanay stated the library will have to close until at least 2:00 pm.

A Poindexter moved that June 7 be a paid closed day for staff at the Main Library to allow the work to be done, seconded by X. Yuan, and the motion carried.

ADJOURN

P. Napier adjourned the meeting at 6:30 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm