

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

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

Present: President Ranj Puthran, Vice President Stephanie Kim, Treasurer Ije Dike-Young, Secretary Casey Wilson; Members Rosie Foulke, Anne Poindexter, John Williams, Xiao Ou Yuan; Director Bob Swanay; Managers Ashley Brauchla, Lisa Dick, Sara O'Sha, Christy Walker

Guests: Ann O'Hara, Marc Griffith, Julie Bingham, Micah Abbott

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:30 p.m. All in attendance were welcomed. R. Puthran added the action item Annual 2024 Cost of Living Adjustment to the agenda under New Business.

AGENDA

A. Poindexter moved to adopt the agenda, seconded by S. Kim, and the motion carried unanimously.

CONSENT AGENDA

The consent agenda included minutes of the October 23, 2023 Board of Trustees meeting and Claims and Warrants

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

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

TRUSTEE LIAISON REPORT

There were no reports.

DIRECTOR'S REPORT

B. Swanay said there was nothing to add to the Director's Report.

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

STAFF REPORTS

There were no reports.

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RENOVATION UPDATE

M. Griffith stated the shades should arrive in the next three weeks and be installed before the end of the year. There are some warranty issues with some electrical components that have a completion date in January. Quite a bit of warranty work was accomplished with the landscaping over the last month or two. There are some warranty items that will not be completed until next spring. A new three-way valve was ordered for the boiler.

OLD BUSINESS

Construction cost updates were included in the board packet.

NEW BUSINESS

2024 Annual Cost of Living Adjustment – B. Swanay said the recommendation for staff increase is 4 percent. A. Brauchla shared some data that helped determine the recommendation.

J. Williams moved to approve the 4 percent Cost of Living Adjustment, seconded by X. Yuan, and the motion carried.

Compensation Study/Proposed 2024 Salary Increase – B. Swanay stated we were due to have a compensation study this year, but we waited until the new Human Resources Manager was hired. It has been six years since the last study. Julie Bingham from MJ Insurance stated that compensation, benefits, retirement, and paid time off were aspects of the study. The study looked at comparable peer libraries and the City of Carmel. For the non-specific library roles, the study compared published survey benchmark data. The library data was the primary benchmark, however. J. Bingham said the recommended changes reflect starting from the lower entry level positions to preserve the internal equity without creating compression issues for now and the near future. Then the focus is on legacy employees and supervisors leading the entry level staff. This is good timing for the library to work on both issues to find a solution that is sustainable, follows a coordinated effort, and aligns with the budget. The focus is on getting positions at least to the minimum of the new range associated with the grade and then factoring in the four-percent cost of living adjustment. In addition, for those who are already in the grade or the identified range, to provide the opportunity for them to receive the same incremental increase. B. Swanay mentioned a new Senior Custodian position is factored into next year's budget. A job description was included in the board materials. He said the library has maneuvering room to adjust for compression and changes to the pay scale. Discussion ensued regarding various aspects of the recommended changes, employee benefits, and the budget.

R. Foulke left the meeting at 6:07 p.m.

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A. Poindexter suggested having more regular compensation studies. A. Poindexter suggested tabling the compensation matter so board members could be given more information. B. Swanay requested the board to be specific about what additional information is required for them to make decisions. It was suggested that the current data be compared side by side with the suggested recommendations for 2024 for benefits and compensation.

X. Yuan moved to have a Special Called Meeting for further discussion regarding the compensation study and to table the Executive Session until after the Special Called Meeting, seconded by J. Williams, and the motion carried unanimously.

It was decided that the meeting be held on December 6, 2023, at 4:30 pm.

Senior Custodian Job Description – B. Swanay said the custodian position was budgeted for 2024.

C. Wilson moved to approve the Senior Custodian position, seconded by A. Poindexter, and the motion carried unanimously.

ADJOURN

R. Puthran adjourned the meeting at 6:39 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm