

**Carmel Clay Public Library  
Minutes of the Board of Trustees Special Called Meeting  
December 6, 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; Assistant Director Beth Meyer; Managers Ashley Brauchla, Lisa Dick, Katherine Huddle, Elise Story, Sara O'Sha, Christy Walker

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

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 4:37 p.m. All in attendance were welcomed.

**AGENDA**

A. Poindexter moved to adopt the agenda, seconded by J. Williams, and the motion carried unanimously.

**NEW BUSINESS**

Compensation Study - B. Swanay presented a PowerPoint presentation that included a strategic plan objective to "attract and retain a diverse and engaged workforce through competitive total rewards offering, affirming CCPL as a Best Place to Work." The compensation study, therefore, is an effort to achieve this objective. This is the work culture we are striving for at the library. B. Swanay also reviewed the Total Rewards Philosophy. A. Brauchla stated we are here to look at adopting the new pay scales, solve the compression issue that can cause market and equity adjustments, and restructure and simplify paid time off. A. Brauchla said the first step is to bring staff who fall below the new minimum up to the new minimum. Because it has been six years since the last compensation study, the pay scales have fallen behind the market. The other piece of adopting the new pay scale is removing the pay grades that were previously associated with them to help foster a better culture. A. Brauchla said we want to be competitive and be proactive so we can retain staff and not have a high turnover. J. Williams stated being competitive is one reason for doing a compensation study, but we also have an obligation to be fair, especially after a six-year period. We have an obligation to determine what is fair and implement it. The library has the means, and it is financially possible. J. Bingham mentioned it goes back to the philosophy between what is the least amount of money to keep people and what it means to be an employer of choice. This is why philosophy discussion is so critical to how to respond to the data. The philosophy helps narrow the range and feel the highest level of confidence. X. Yuan said we do not want to get to the point where people look elsewhere for jobs. He also said we do not want it to become a reputational issue since we are a public entity. X. Yuan said we serve the public in many ways. Our citizens deserve the best service, so it is necessary for us to attract and retain the best staff. X. Yuan said compensation studies matter because we have no concept of what the market is for good and talented people who stand behind the mission and serve the public. B. Swanay said another component of the compensation study is adjusting for compression. A. Brauchla said it is well within the budget for us to address the compression adjustment. It is important to address compression at

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the same time as adopting a new pay scale so staff who are brought up to the new minimum are not making the same or close to the same wage as people who are more tenured. We accomplish this by increasing every employee's pay by the difference between the old minimum and the new minimum. In addition, we need to factor in the relevance or the relative amounts between positions. A. Brauchla referred to page four in the packet which shows the summaries of the side-by-side breakdown of cost. There were no questions. The next aspect of the proposed changes includes restructured and simplified paid time off. A. Brauchla referred to appendix one on page 8. She stated that these pages highlight condensing the prorated scale to make it more manageable and understandable. These side-by-side comparisons highlight why we need to take this step to accomplish the same goals in a clearer format. I. Dike-Young stated we budgeted four percent increases in the budget. In addition, we budgeted \$300,000 for the comp study and potential comp study adjustments. The total comp study adjustments are \$198,000 plus the \$76,000 which is the estimated value of the PTO adjustments, not dollar for dollar. I. Dike-Young referred to page four where the breakdown by consolidated groups and job titles can be seen. Then page five compares vacation time side-by-side. The PowerPoint and presentation were complete at this point. Further discussion ensued regarding various aspects of the compensation study.

A. Poindexter moved to adopt the recommended compensation study, seconded by R. Foulke, and the motion carried unanimously. The 2024 Pay Ranges and 2024 Approved Benefits Changes are attached (and can be found in the board packet).

### **ADJOURN**

R. Puthran adjourned the meeting at 4:28 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm