

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 18, 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, Elise Story, Peter Konshak, Sara O'Sha

Guests: Ann O'Hara, Marc Griffith, Steve Smith, Rodrigo Ascencion, Alex Ascension, Jose Bravo

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:28 p.m. All in attendance were welcomed. R. Puthran said two items need to be added to the agenda. In New Business, Resolution 9-2023 Blanket Appropriation Modification and a Personnel Compensation action item.

AGENDA

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

CONSENT AGENDA

The consent agenda included minutes of the November 27, 2023 Board of Trustees meeting, Claims and Warrants, December 6, 2023 Building and Grounds Committee Minutes, December 6, 2023 Special Called Meeting, December 6, 2023 Executive Session minutes, and Personnel Changes.

A. Poindexter moved to approve the consent agenda, seconded by S. Kim, 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

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

STAFF REPORTS

There were no reports.

Minutes of the Board of Trustees Meeting December 18, 2023

Page 2

RENOVATION UPDATE

M. Griffith a brief update on progress of light fixtures and shades for the Community Room. Shades should be installed before January 1st. Work is being done to make study rooms sound resistant.

OLD BUSINESS

Construction cost updates were included in the board packet.

NEW BUSINESS

Cleaning Proposal – B. Swanay stated an RFP for cleaning services was issued. Five proposals were received. A team was assembled to review the proposals. The proposals were independently scored. All members of the team unanimously gave Office Pride the top score, and they had the most competitive price. Additionally, their reference checks came in very good.

S. Kim moved to approve the Cleaning Proposal from Office Pride, seconded by X. Yuan, and the motion carried.

3-D Printing Pricing for 2024 – P. Konshak stated we have the ability to print larger items. For this reason, we would like to add an additional price to the pricing structure. The proposed pricing structure was included in the board packet. In addition, we would like to offer specialty filaments such as wood grains. The price of these filaments, however, are more expensive. The proposed pricing structure would be double the existing price. The goal is to replace the cost of the filament being used.

J. Williams moved to approve the 3-D printing pricing for 2024, seconded by C. Wilson, and the motion carried unanimously.

Resolution 8-2023: Adoption of Encumbrances and Transfers – I. Dike-Young explained that this resolution gives us permission to encumber funds from the 2023 budget, roll them over to use in 2024. Once the year end financials are completed, this resolution gives us the option to make any transfers that are needed for any negative line items. This is something we do every year.

A. Poindexter moved to approve Resolution 8-2023: Adoption of Encumbrances, seconded by J. Williams, and the motion carried unanimously.

Resolution 9-2023: Blanket Appropriation Modification – B. Swanay said this is an action we take every year. This appropriation gives B. Swanay and I. Dike-Young the authority to reduce the 2023 appropriations so that we can fund our 2024 budget. This resolution ensures that the DLGF will approve the 2024 budget.

**Minutes of the Board of Trustees Meeting
December 18, 2023
Page 3**

A Poindexter moved to approve Resolution 9-2023: Blanket Appropriation Modification, seconded by J. Williams, and the motion carried unanimously.

Personnel Compensation – S. Kim said the Personnel and Policy committee met earlier today to clear up any confusion over what had been passed last month. She said she wanted to inform the board that the total affected increase in compensation is not \$198,000. The amount \$198,000 is the increase because of the compensation study only. There is approximately an additional \$155,000 that is the result of the 4 percent cost of living adjustment. S. Kim stated the total increase in compensation for the year will be approximately \$355,000. S. Kim stated that the Personnel and Policy Committee was not recommending any change to what was previously approved, but just wanted to let the board know that the total increase was not \$198,000, which is what the Personnel and Policy Committee had originally understood.

S. Kim said B. Swanay had been excluded from the 4 percent COLA increase, but they want to make sure he is included in the increase effective 2024.

J. Williams moved to include B. Swanay in the 4 percent COLA increase, seconded by C. Wilson, and the motion carried unanimously.

R. Puthran stated that there is an adjustment that needs to be made to the salary schedule. The recommendation is that the Assistant Director, IT Manager, and CFO all have the same minimum, mid, and maximum pay scale. The minimum will be \$35 per hour, mid \$50 per hour, and maximum \$60 per hour.

C. Wilson moved to approve the adjustment in the salary schedule, seconded by R. Foulke, and the motion carried unanimously.

ADJOURN

R. Puthran adjourned the meeting at 5:45 p.m.

There was no reason to have the scheduled Executive Session.

Casey Wilson, Secretary
Board of Trustees

/jrm