

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
January 22, 2024**

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

Present: President Ranj Puthran, Vice President Stephanie Kim, Treasurer Ije Dike-Young, Secretary Casey Wilson; Members Rosie Foulke (via Zoom), Anne Poindexter, John Williams (via Zoom); Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Sara O'Sha, Christy Walker

Guests: Ann O'Hara, Micah Abbott

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 5:28 p.m. All in attendance were welcomed.

**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 December 18, 2023 Board of Trustees meeting, Claims and Warrants, and minutes of the December 18, 2023 Personnel and Policy Committee meeting.

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**

B. Swanay stated that 2023 was a successful year. Some highlights include a record number of visits to the library and a record number of library card registrations. B. Swanay continues to work with the furniture rep to add more seating for patrons. The Adult Services department is doing more programming than ever before due to a new attitude of staff, a demand from the community, and the space to provide these programs. B. Swanay has worked in the Adult Services department and is currently working Tuesday evenings in the Circulation department, and he talks to so many patrons who are appreciative of our library. B. Swanay said there is Senate Bill 32 up for consideration. The bill proposes that libraries submit budgets to their local governments, in our case it would be the City of Carmel, to justify the budget. It also defines the core functions of libraries as a quiet place to study. Since the Director's Report was

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submitted, B. Swanay received a notification from the lobbyist who works with ILF stating that that bill is not going to get a hearing this year. There is not much of a chance that this bill will advance. B. Swanay said we need to keep up to date with the next legislative session. B. Swanay stated S. Kim is up for reappointment this year. Her second term ends in June. B. Swanay would like to contact Dr. Beresford on behalf of the library board and administration to recommend her for a third term.

A Poindexter moved to approve the Director's Report, seconded by C. Wilson, and the motion carried unanimously.

**STAFF REPORTS**

B. Meyer presented a PowerPoint presentation of library statistics.

I. Dike-Young provided a 2023 Financial Summary. The information can also be found in the board packet.

**RENOVATION UPDATE**

B. Swanay said on February 9<sup>th</sup> the shades in the Community Room will be replaced. He stated we are still waiting on the three-way valves for the hot water system which should be delivered in March. B. Swanay commended Dave Smith on his efforts to keep the system monitored until the problem can be solved. The landscaping remediation work will take place in March or April depending on the weather. B. Swanay suggested having another Building and Grounds Committee meeting after the shades are installed. The two doors to the study rooms were finally stained. B. Swanay suggested checking the doors because some of the installations of the hardware was not right. B. Swanay will email the Building and Grounds committee to schedule a time to meet.

**OLD BUSINESS**

**NEW BUSINESS**

Resolution 1-2024: Salaries – I Dike-Young said everything included has already been approved except there is one staff member who is above the max level of the salary range. We have historically paid a bonus for anything over the max. This resolution serves as explicit approval.

A Poindexter moved approval of Resolution 1-2024, seconded by C. Wilson, and the motion carried unanimously.

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Resolution 2-2024: Payout for Lost Paid Time Off – B. Swanay stated as part of the transition to the new way of doing paid time off, we discussed offering staff a lump sum payout for the lost hours. B. Swanay had meetings with staff and the idea came up to allow those staff members affected to have a choice between being grandfathered to the next PTO tier if they lost a significant number of hours or take the lump sum payment. The resolution has a maximum dollar amount if all employees took the lump sum. The total would not exceed the amount on the resolution of \$7,799.89. The resolution also gives B. Swanay the authority to offer staff the choice of lump sum or grandfather to the next tier.

A. Poindexter moved approval of Resolution 2-2024, seconded by S. Kim, and the motion carried unanimously.

Resolution 3-2024: Encumbrances – I Dike-Young said this is a resolution we do every year. The resolution explicitly lists the items that will be unencumbered.

A. Poindexter moved approval of Resolution 3-2024, seconded by S. Kim, and the motion carried unanimously.

Resolution 4-2024: Uncollectible fees – I. Dike-Young said the State Board of Accounts states the board must approve any write-offs we do for fees during the year. The fees were left over referral fees and collection fees that were on accounts where we waived fines.

A. Poindexter moved approval of Resolution 4-2024, seconded by C. Wilson, and the motion carried unanimously.

**ADJOURN**

R. Puthran adjourned the meeting at 6:11 pm p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm