

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
April 15, 2024**

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

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

Guests: Ann O'Hara (via Zoom)

CALL TO ORDER/WELCOME

President R. Puthran called the meeting to order at 5:30 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 March 25, 2024, Board of Trustees meeting, Claims and Warrants, and Minutes from the March 25, 2024, Building and Grounds Committee meeting.

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 he has been trying to finish with the landscaping quotes since he will be out of town. We received quotes from Brownsberg Landscaping, Providence, and Engledow. B. Swanay had to ask the firms for a revision because we are working with Certified Consultants for sustainable grounds. Certified Consultants is monitoring the sprinkler system by taking soil samples to evaluate the PH levels in the soil. The goal is to have healthy soil rather than relying on fertilizer. We are being specific to the microbial activity and nutritional development of the soil. We asked the landscaping companies to work with the soil review. The last sample was taken in the fall. The request made it more complicated to review the quotes. All three quotes were similar, but after reviewing by several staff members, B. Swanay recommends moving forward with Engledow because they have experience with Certified Consultants. Engledow is also familiar with the soil amendments that are called for. The Engledow quote was

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about \$37,000, but we can deduct around \$12,000 for the mulching because it has already been mulched as part of the Skillman project.

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

STAFF REPORTS

RENOVATION UPDATE

B. Swanay stated Brownsberg Landscaping started today and will be here for a few weeks. When they finish, it will conclude the renovation project landscaping. B. Swanay met with Antone Sgro from Ratio, Kelly from KBSO, and Marc Griffith from Veridus to discuss the issue with the ceiling tiles. Discussions are ongoing regarding the cause of the ceiling tiles becoming loose, but B. Swanay is confident that the tiles will not fall because they have been secured well. The preliminary reason for ceiling tiles to loosen is thought to be due to humidity. Now that they have been secured, the next step is to do some cosmetic repairs.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Proposed Policy Manual Updates – B. Swanay stated there are several minor edits that are out of date to the Policy Manual. The proposed changes are included in the board packet.

S. Kim moved to approve the Policy Manual updates, seconded by A. Poindexter, and the motion carried unanimously.

Draft of Slate of Officers – B. Swanay said our bylaws state that this should be introduced in April and the board will vote on it in May. The list of proposed officers and committee members was included in the board packet. Discussion about various committees, and current and proposed committee members ensued. If a committee has four members, notice of the meeting must be posted. It was decided X. Yuan will be on the Building and Grounds Committee. R. Foulke was added to the Nominating Committee.

There is board training on May 15, 2024, at the Hamilton East Public Library at 5:30 pm. If a board member wants to attend, he or she should RSVP to Beth Meyer.

ADJOURN

R. Puthran adjourned the meeting at 5:52 p.m.

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Casey Wilson, Secretary
Board of Trustees

/jrm