

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
June 24, 2024**

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

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

Guests: Ann O'Hara, Jen Holt

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 5:30 p.m. All in attendance were welcomed.

**AGENDA**

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

**CONSENT AGENDA**

The consent agenda included minutes of the May 20, 2024 Board of Trustees meeting, Claims and Warrants, Minutes of the June 17, 2024 Building and Grounds Committee meeting, and Personnel Changes.

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 that the Government Finance Officers Association's presented us with a Distinguished Budget Presentation Award for its Budget Book document and particularly noted the contributions of I. Dike-Young, Christy Walker, and Sam Wilson. B. Swanay said the document connected what we are doing with our budget, our mission, our values, and our strategic goals. I. Dike-Young said we will be getting a plaque for the award.

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

**STAFF REPORTS**

P. Konshak provided an update on the Digital Media Lab.

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**RENOVATION UPDATE**

B. Swanay stated the minutes to the Building and Grounds Committee meeting are included in the board packet. The door cores were not received so they have not been repaired yet. A meeting will be scheduled with Automated Logic to program the boilers. This morning a landscaping punch list was completed. Brownsburg completed the planting for Skillman. They have done a decent job. The irrigation system still requires some adjustments, which will happen soon. The weedy area between the garage and Richland Avenue is supposed to be prairie grass, and that will take four to five years to take hold. Another area that requires attention is the retention pond area. We are still investigating why it takes so long for the hot water lines to heat the second-floor men's restroom and the DML sink. Another concern is the toilets in the Children's area were flushing with hot water. We are also determining what can be done to insulate the walls between Meeting Room B and the single-stall bathroom so that toilet flushing cannot be heard in the meeting room. The same thing is an issue in Christy Walker's office and the second-floor staff bathroom. B. Swanay said we may try to landscape the west parking lot next year.

**OLD BUSINESS**

**NEW BUSINESS**

Resolution 7-2024: Transfer from Operating Fund to Rainy Day Fund – I. Dike-Young explained that since we have spent down some of the funds in our Rainy Day Fund for the renovation project, we need to replenish it. We have enough in our Operating Fund to operate and put some in the Rainy Day Fund.

J. Williams moved to approve Resolution 7-2024, seconded by A. Poindexter, and the motion carried unanimously.

Policy Manual Updates

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

**ADJOURN**

R. Puthran adjourned the meeting at 6:09 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm