

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
September 23, 2024**

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

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

Guests: Mike Reuter, Micah Abbott, Ann O'Hara, Marc Griffith

**CALL TO ORDER/WELCOME**

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

**AGENDA**

R. Puthran added an item to the agenda under New Business: water main shut off at the west branch resulting in a closing. A. Poindexter moved to adopt the agenda with the amendment, seconded by X. Yuan, and the motion carried unanimously.

**CONSENT AGENDA**

The consent agenda included Minutes from the August 28, 2023 Board of Trustees meeting, Claims and Warrants, Personnel Changes, Minutes from the Building and Grounds Committee Meeting, and Mike Reuter's Financial Summary.

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.

**CONVENE A PUBLIC HEARING FOR 2025 BUDGET**

Mike Reuter reviewed the revised Fiscal Plan. A summary of his report is attached. Because this is a public hearing, no action is required of the board.

I. Dike-Young and B. Swanay gave a PowerPoint presentation regarding the budget. The presentation is included in the board packet.

Public comment from the audience was requested.

Upon hearing no comments from the audience, the Public Hearing was closed.

The Board of Trustees meeting was reopened.

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**DIRECTOR'S REPORT**

B. Swanay had nothing to add to the Director's Report. A. Poindexter commended Brain Barrett for the Local Author Fair. B. Swanay shared a comment card from a patron that expressed appreciation for the cleanliness of the library.

J. Williams moved to approve the Director's Report, seconded by A. Poindexter, and the motion carried unambiguously.

**TRUSTEE LIAISON REPORTS**

There were no reports.

**STAFF REPORTS**

There were no reports.

**RENOVATION UPDATE**

M. Griffith stated the landscaping company will be out Monday to finish the fall planting. PRVs for the boilers will be picked up tomorrow morning to be installed this week.

**OLD BUSINESS**

There was no old business discussed.

**NEW BUSINESS**

Resolution 11-2024: Internet Policy Review

A. Poindexter moved approval of 11-2024, seconded by X. Yuan, and the motion carried unanimously.

Owner's Representation for the West Branch Project – X. Yuan stated they interviewed three owner's representative firms. He said all three groups did a good job. The final recommendation was to use J.S. Held.

J. Williams made a motion to accept the recommendation to use J.S. Held, seconded by X. Yuan, and the motion carried unanimously.

Social Media Policy – B. Swanay stated he worked with Christy Walker, Communications Manager, to update the language used in the policy and to only address the policy as it pertains to the public instead of also including internal staff guidelines. The staff guidelines that are in green will remain in the electronic communication portion of the Policy Manual for staff to access.

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J. Williams moved to accept the Social Media Policy updates, seconded by X. Yuan, and the motion carried unanimously.

Water Main Shut Off at West Branch – B. Swanay stated they found out today that there will be a water main shut off at the branch tomorrow after 5:00 pm. For this reason, the branch will need to close at 5:00 pm.

A Poindexter moved to approve the closing of the branch at 5:00 pm, seconded by C. Wilson, and the motion carried unanimously.

**ADJOURN**

R. Puthran adjourned the meeting at 6:27 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm