

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
November 25, 2024**

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

Present: President Ranj Puthran, Vice President Stephanie Kim (via Zoom), 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 Debbie Barr, Theresa Brandt, Lisa Dick, Sara O'Sha, Christy Walker

Guests: Ann O'Hara, Kari Woodard

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 5:31 p.m. All in attendance were welcomed.

**AGENDA**

A. Poindexter moved to adopt the agenda, seconded by R. Foulke, and the motion carried unanimously.

**CONSENT AGENDA**

The consent agenda included Minutes from the October 28, 2024 Board of Trustees meeting, Claims and Warrants, Minutes from October 28, 2024 Building and Grounds Committee meeting, and Minutes from November 21, 2024 Personnel and Policy Committee meeting.

A. Poindexter moved to approve the consent agenda, seconded by J. Williams, and the motion carried unanimously.

**ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda.

**DIRECTOR'S REPORT**

B. Swanay thanked staff for their support during the early voting and election day voting at the library.

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

**TRUSTEE LIAISON REPORTS**

There were no reports.

**STAFF REPORTS**

B. Swanay introduced Circulation Manager Debbie Barr and Human Resource Manager Theresa Brant. T. Brant introduced herself and gave a brief background of her previous work experience. D. Barr introduced herself and also gave a brief background of her previous work experience. D. Barr and B. Swanay explained the Dolly Parton Imagination Library which D. Barr was a part of at her previous job.

**Minutes of the Board of Trustees Meeting  
November 25, 2024  
Page 2**

**RENOVATION UPDATE**

B. Swanay stated we are close to finishing all items. The main issue is the hot water loop has not been solved. The Youth Services area is still not getting hot water. He anticipates another Building and Grounds Committee meeting soon.

**OLD BUSINESS**

December 31 closing/hours reconsideration – J. Williams said the Personnel and Policy Committee recommends that the library close on December 31. B. Swanay stated closing at 3:00 pm would be difficult for scheduling staff and difficult for patrons.

The recommendation carried unanimously.

**NEW BUSINESS**

Resolution 14-2024 – 2025 Salaries and Benefits – The Personnel and Policy Committee recommends a 4 percent increase for all employees that includes a 2 percent increase to the pay range.

The recommendation carried unanimously.

Resolution 15-2024: 2025 Salary and Benefits for Director - J. Williams stated that B. Swanay is satisfied getting a 4 percent increase. B. Swanay also stated that it is time for his evaluation. He will email a form/score sheet used in the past to board members and do a self-evaluation and add some goals to it. An executive session will be held ahead of the December board meeting at 5:00 pm. It was decided to table Resolution 15-2024 until after the evaluation. A decision regarding salary and benefits can be made at the December meeting after the executive session.

Resolution 16-2024 – Fees for Color Copies and Prints – I. Dike-Young explained the State Library requires us to charge \$0.25 for color copies and \$0.10 black and white copies unless it costs more for the library. Currently, it costs us more for printing, and we had no color copy services available to patrons. We were charging \$0.50 per copy. Now, however, we have changed printers and are going through Ricoh. Because we changed printers and the cost is less, we can charge a cost of \$0.25 per color copy.

A Poindexter moved to approve Resolution 16-2024, seconded by X. Yuan, and the motion carried unanimously.

**Minutes of the Board of Trustees Meeting  
November 25, 2024  
Page 3**

**ADJOURN**

R. Puthran adjourned the meeting at 5:48 p.m.

---

Casey Wilson, Secretary  
Board of Trustees

/jrm