

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 24, 2025**

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

Present: President Ranj Puthran, Vice President Stephanie Kim, 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 Theresa Brant, Lisa Dick, Katherine Huddle, Sara O'Sha, Christy Walker

Guests: Ann O'Hara, J. Hiles, Greg Perkins, Phil Strack, Cindy Fesemyer, Shweta Rao, Megan Xia

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 from October 27, 2025 Board of Trustees meeting, Minutes from the November 14, 2025 Personnel and Policy Committee meeting, and the Claims and Warrants.

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.

DIRECTOR'S REPORT

B. Swanay had nothing further to add to the Director's Report.

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

TRUSTEE LIAISON REPORT

There were no reports.

STAFF REPORTS

There were no reports.

TEEN LIBRARY COUNCIL REPORT

Megan and Shweta stated that the Teen Library Council had been involved with the Halloween celebration. They are in the process of planning a carnival themed crafts TLC event for all ages on January 31st from 1:00 pm. to 3:00 pm. The name of the event is Winter Craft Carnival.

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RENOVATION UPDATE

B. Swanay stated Phil Strack, the owner's representative from JS Held, presented a PowerPoint presentation with West Branch project updates. The book lockers are in place with electrical and network connections. P. Strack showed a picture of the Circulation desk and stated that some floor outlets under the desk had to be moved. Next, there was a picture of the new windows that were installed. P. Strack said the gas meter has been changed to the proper sizing for the rooftop units. The drywall patching is complete. In terms of schedule, we are experiencing a delay with the cornice since concrete masonry units were discovered where the cornice should go. The cornice had to be redesigned, which caused us to be moved to the end of the manufacturer's production schedule. The expected delivery is not until February. P. Strack stated the best option is to open the branch for book return and book locker usage, allowing West Branch staff to oversee those uses. B. Swanay stated that internally we had targeted Monday, December 15th as a potential reopening date. Since the renovations will not be complete by then, we looked at options such as reopening with abbreviated hours, but that option is problematic for many reasons. It would be hard to communicate that to the public. We thought it would at least be feasible for people to be able to pick up and return items. B. Swanay said that at the next board meeting we should be able to recommend a reopening date after we obtain additional information regarding the delayed materials. P. Strack stated that there are a couple of other factors that could delay the opening. There is no estimated delivery date on the steel, and there is a delay with the fire alarm devices. P. Strack said that he is willing to set up a weekly coordination meeting with the cornice manufacturer and weekly coordination meetings with the contractor.

This action item was tabled to be acted upon next month when there is more information available.

STRATEGIC PLANNING

Cindy Fesemyer from Fast Forward shared slides showing direct verbiage from the draft of the plan. Since this plan has been through many iterations and reviews, this is just meant to be a quick final check. Cindy Fesemyer briefly explained the draft plan which was included in the board packet.

C. Wilson moved to approve the Strategic Plan, seconded by R. Foulke, and the motion carried unanimously.

OLD BUSINESS

There was no old business discussed.

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NEW BUSINESS

Resolution 10-2025: 2026 Salaries and Benefits – The information was included in the board packet. The Personnel and Policy Committee recommends a four percent increase or a dollar an hour increase, whichever is greater, in addition to moving the pay scale two percent within the four percent. The adjustment will be reevaluated for 2027.

J. Williams moved approval of Resolution 10-2025, seconded by R. Foulke, and the motion carried unanimously.

Employee Handbook – The updates are included in the board packet.

A. Poindexter moved approval of the proposed policy updates, seconded by C. Wilson, and the motion carried unanimously.

CCPL Bylaws – B. Swanay stated he found out from the state library that the board is required to approve the bylaws every three years. B. Swanay stated he has no further recommendations for the bylaws since they were last approved in 2022.

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

ADJOURN

R. Puthran adjourned the meeting at 6:21 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm