

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
December 22, 2025**

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

Present: President Ranj Puthran, Vice President Stephanie Kim (online), Treasurer Ije Dike-Young, Secretary Casey Wilson; Members Rosie Foulke, Anne Poindexter, John Williams; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Katherine Huddle

Guests: Ann O'Hara, J. Hiles, Phil Strack,

CALL TO ORDER/WELCOME

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

AGENDA

R. Puthran stated the agenda needs to be amended to include an action item under renovation update. The addition to the agenda is West Branch hours and closure in February to complete the renovation.

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

CONSENT AGENDA

The consent agenda included Minutes from November 24, 2025 Board of Trustees meeting and the Claims and Warrants.

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 stated he has been in contact with Dr. Oestreich to set up a meeting to discuss what can be done differently for future ACE days. B. Swanay said he would report back to the board after the meeting. B. Swanay explained that following the incident on December 16th, there are safety concerns that need to be addressed. The situation is problematic since testing is finished at school before bus transportation is available. A. Poindexter said we must be clear with school administration that the library wants to remain open, but this is an issue that must be solved. The same thing cannot happen during the spring semester. A Poindexter stated if there is absolutely no solution from the school, then the library cannot remain open on ACE Day afternoons because it is a safety and security issue. B. Swanay stated that the students involved in the incident will be suspended from the library. J. Williams said he was confident the schools have as much interest in solving this issue as the library does. B. Swanay stated that the library cooperated with the police, collected and reviewed the camera footage, and will provide the police with the footage requested from the subpoena.

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

TRUSTEE LIAISON REPORT

There were no reports.

STAFF REPORTS

There were no reports.

TEEN LIBRARY COUNCIL REPORT

There was no report.

RENOVATION UPDATE

B. Swanay stated we are planning to reopen the West Branch to the public on January 5, 2026. Branch Manager Katherine Huddle explained the staff has been at the branch for the past two weeks reshelving almost 14,000 items and getting reacclimated to the renovated space. B. Swanay shared a screen with a list of the major components of the project that have been completed, including the fire alarm panel, the service desk, window installation, HAVC, Air Curtain, new card readers, exterior signage, and back-office carpet. There is, however, some pending work due to waiting for materials and installation dates. All the delays happened due to an unforeseen problem. We had the original building plans from when the building was a Broccoli Bills store. We made our alterations around those plans, only to find out that the previous work did not match the plans. The cornice was the wrong size. We had to call the manufacturer who has to remake the cornice. The steel and the screen wall were also impacted by this problem. Some of this work will have to be done in the third sequence. We are expecting a lot of this to arrive in early February. For this reason, B. Swanay recommends that we close the branch to finish the work in late February. There are two options for branch closure in February. The first option is to close on Monday, February 23rd for one week. Then, reopen the branch on Monday, March 2nd with abbreviated hours for a couple of weeks. The branch will open at noon to allow for completion of the work. Normal hours will resume upon completion of the work. The second option is to close on Monday, February 23 for two weeks. All work to be completed with the closure period and reopen Monday, March 9th. There was a discussion about the best course of action.

A Poindexter moved we close the on or around the 23rd of February with an alternate default date of March 9th, seconded by J. Williams, and the motion carried unanimously.

OLD BUSINESS

Director Evaluation and Compensation - I. Dike-Young stated that a resolution was passed for all the staff to receive the recommended increase of 4 percent or a dollar an hour, whichever is greater. She stated we want to recommend that we include B. Swanay in the same 4 percent increase. B. Swanay said that it is time for his evaluation, which will be a 360 process. He has

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spoken with Theresa Brant, the HR Manager, about assisting with that process. The evaluation process will begin in January. Typically, B. Swanay has been asked to do a self-evaluation and submit goals for the year. B. Swanay will communicate further with the Personnel and Policy committee on the next steps for the evaluation. He stated the board could wait until after the evaluation on any compensation decision or take action today.

C. Wilson moved to approve a 4 percent increase for B. Swanay, seconded by A. Poindexter, and the motion carried unanimously.

NEW BUSINESS

Bad Debt Policy – I. Dike-Young explained that we have to report our accounts receivable. What we have billed the patrons and what we reasonably think we can collect. The State Board of Accounts now states that in order for us to report only what we think we can collect, we need a Bad Debt Policy approved by the board.

A Poindexter moved to approve the Bad Debt Policy, seconded by R. Foulke, and the motion carried unanimously.

Resolution 11-2025: Transfer Encumbrance Resolution: I. Dike-Young stated that this is a resolution we make every year to clean up account balances and clean up any negative accounts in terms of the budget to actual and move funds from the 2025 budget plus items we ordered into the 2026 budget.

C. Wilson moved approval of Resolution 11-2025, seconded by J. Williams, and the motion carried unanimously.

ADJOURN

R. Puthran adjourned the meeting at 6:00 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm