

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
February 28, 2022**

**Monon Community Center  
5:30 p.m.**

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

Guests: Marc Griffith, Daniel Fleming, Steve Smith, Hal Espey, Bruce Breeden, Kevin Huse

**CALL TO ORDER/WELCOME**

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

**AGENDA**

S. Kim moved to adopt the agenda, seconded by X. Yuan, and the motion carried.

**CONSENT AGENDA**

The consent agenda included Minutes from January 24, 202, Board of Trustees meeting and Veridus Construction Update minutes.

S. Kim moved to approve the consent agenda, seconded by C. Wilson, and the motion carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda. I. Diké -Young explained that due to staff registrations for the upcoming PLA conference, we exceeded the expected 8 percent. I. Dike-Young referred to a new GL code called Computer Services and Subscriptions which is a new addition due to the various computer service subscriptions. They had been categorized as Assets. We will make a budget transfer to put budget funds in that code.

**DIRECTOR'S REPORT**

X. Yuan moved to approve the Director's Report, seconded by S. Kim, and the motion carried.

**CLAIMS AND WARRANTS**

I. Diké-Young stated that revenues and expenditures were normal for the month of January, noting we are about 8.3 percent through the year. We have spent about 5.8 percent of our budget.

S. Kim moved to receive the financial report, seconded by X. Yuan, and the motion carried.

S. Kim moved to approve the bills list, seconded by X. Yuan, and the motion carried.

**TRUSTEE LIAISON REPORTS**

There were no reports.

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**STAFF REPORTS**

There were no staff reports.

**RENOVATION UPDATE**

Marc Griffith with Veridus included an update of the renovation and expansion project. This summary is included as a separate document.

**OLD BUSINESS**

M. Griffith stated several months ago we elected to take a different approach to the solar project. It was decided with the savings identified through the bidding process for the larger renovation and expansion that we could attribute that money to a design bid process for the solar rather than navigating a guaranteed energy savings or guaranteed savings contract delivery method for that system. Telamon put together bid and design documents out for bid. Unfortunately, we did not receive the turnout that we anticipated. There were many factors that contributed to the lack of bids. The bid that was received did not meet the budgetary requirements. It is not recommended that the board move forward with the only bid that was received. There are some material changes regarding the project schedule and routing of electrical pathways through the building that are subject to a rebid that would inform contractors to be able to provide more competitive and accurate bids. M. Griffith stated that if we put the RFP for the solar system out in March giving the contractors enough time to respond by mid to late April, we should be able to contract in May. Materials would potentially arrive late summer or early fall which allows installation at a time that will not impact the move. B. Swanay stated the recommendation is for the board to reject the one current bid and allow us to make some changes and put it back out for bid. S. Kim recused herself. M. Griffith stated he did not know how the solar industry has been affected by inflation or whether it would affect this bid process.

X. Yuan moved to reject the current bid and to rebid, seconded by C. Wilson, and the motion carried.

**NEW BUSINESS**

S. Kim stated the new job descriptions are clear cut. The new positions include Accounting Assistant and Office Manager. The existing Administrative Assistant position is what is being proposed to become the Office Manager position. The job duty increase includes managing the rental and usage of the meeting spaces. Both positions would be effective upon approval of the board. A. Poindexter noted that the Financial Assistant job description referred to the position as Bookkeeper within the description. B. Swanay said originally the title was going to be Bookkeeper, but now is Financial Assistant. It will be corrected within the job description.

X. Yuan moved to approve both job descriptions, seconded by A. Poindexter, and the motion carried.

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I. Diké-Young explained the proposed update to the current credit card policy to make sure we are in line with the State Board of Accounts requirements and to make sure we are strengthening our internal controls and procedures.

A. Poindexter moved approval of the updated credit card policy, seconded by S. Kim, and the motion carried.

B. Swanay stated the proposed travel policy is a simple update to the travel policy that will allow us to pay a per diem for meals for staff at conferences and meetings, rather than staff turning in receipts for reimbursement. B. Swanay stated he would like the per diem to be \$50.

A. Poindexter moved approval of the travel policy, seconded by S. Kim, and the motion carried.  
B. Swanay recommended eliminating the addresses and phone numbers of staff from the policy manual.

A. Poindexter moved approval to remove addresses and phone numbers of staff from the policy manual, seconded by X. Yuan, and the motion carried.

**ADJOURN**

R. Puthran adjourned the meeting at 6:10 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm