

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
June 27, 2022**

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

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

Guests: Marc Griffith, Kevin Huse, David Ryan, Hal Espey, Antone Sgro, Bruce Breeden, Steve Smith

CALL TO ORDER/WELCOME

President P. Napier called the meeting to order at 5:34 p.m. All in attendance were welcomed.

AGENDA

P. Napier suggested amending the agenda to include solar panels in the Old Business section of the agenda, R. Puthran moved to adopt the amended agenda, seconded by S. Kim, and the motion carried.

CONSENT AGENDA

The consent agenda included Minutes from June 27, 2022, Board of Trustees meeting, Veridus Construction Update minutes, Claims and Warrants, Resolution 3-2022, and Personnel Changes.

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.

DIRECTOR'S REPORT

J. Williams moved to approve the Director's Report, seconded by R. Puthran, and the motion carried.

TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

Sara O'Sha provided an update on the Adult Services department and the vast array of services AS provides to patrons.

RENOVATION UPDATE

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

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OLD BUSINESS

Solar update – M. Griffith stated that while there is not a contract yet, the request for the board is to give B. Swanay approval to review and execute the lowest bidder contract upon its completion. The goal is to accomplish this before next week. M. Griffith stated the panels are not an issue with the anticipated lead times and market conditions. The strategy would be to get that material as quickly as possible. Some componentry, however, have a longer lead time, so it could be middle to late fall to get the system online. Bruce Breeden from Telamon stated the recommended company that received the highest score on the evaluation of the six bids and had the lowest bid is someone Telamon has previously worked with. They are a local Carmel company who just completed two projects for the city of Carmel.

C. Wilson moved to give B. Swanay authority to review and execute the solar panel process, seconded by R. Puthran, and the motion carried.

NEW BUSINESS

P. Napier stated the policy drafts will be discussed; then all will be voted upon. B. Swanay stated the Personnel and Policy committee has reviewed the Meeting Room policy, and it has been reviewed by Ice Miller. There were no questions about the Meeting Room policy.

Circulation policy includes a change that eliminates late fees.

Standards of Conduct policy removed several points because they are no longer relevant. The only addition to the policy is the firearms section. This is detailed in the Weapons Free Environment update that is included for review. B. Swanay stated we are limited in what we can do to limit firearms in the building, but we can prohibit the open display of firearms in public meetings, like board meetings. That is the change in the Standards of Conduct. There is also more robust language about suspending use privileges for people who violate the policy.

Weapons Free Environment update applies to staff members. In section 3.9.1 there is effectively no policy change but the language that was used was recommended by the State Library's legal. The difference is we are still saying a staff member cannot have a firearm while on duty, but they can have a firearm in a locked vehicle in the parking lot. This update should be made to make sure we are reflecting the existing law. Discussion ensued about the wording. It was decided the parenthetical should be taken out and made to be the last sentence instead.

Operational Hours for the Main Library include an additional 23 hours per week for the Digital Media Lab. In addition, because of the increased complexity of the facility, staff will work past closing time for the first time. A continuation of current hours will allow management time to assess the effectiveness and the true cost of service hours. Discussion ensued. A decision was made to reassess the closing hours in the future.

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R. Puthran moved to accept the Meeting Room Policy, Circulation Policy, Standards of Conduct update, Weapons Free Environment update, and Operational Hours for Main Library, seconded by C. Wilson, and the motion carried.

ADJOURN

S. Kim moved to adjourn the meeting, seconded by J. Williams, and the motion carried.

P. Napier adjourned the meeting at 6:11 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm