

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
November 21, 2022**

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

Present: President Patti Napier, Vice President Ranj Puthran, Treasurer Ije Diké-Young, Secretary Casey Wilson via video conference; Members Stephanie Kim, Anne Poindexter, John Williams, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Sara O'Sha, Cindy Wenz

Guests: Marc Griffith, Steve Smith, Victor Landfair

CALL TO ORDER/WELCOME

President P. Napier called the meeting to order at 5:30 p.m. All in attendance were welcomed.

AGENDA

P. Napier added Holiday Pay to the agenda under New Business. 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 24, 2022, Board of Trustees meeting, Veridus Construction Update minutes, and Claims and Warrants.

R. Puthran 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 said the space is ready for Java House; however, they are having staffing issues. Today was the first day they opened in the library location with limited hours, 7:00 am to 1:00 pm. Those will be the hours until Thanksgiving. Their hope is to be opened the following week. They are planning a grand opening celebration on Friday, December 2.

B. Swanay stated we have had trouble with the garage elevator. It has been down for three weekends just since we have been open. We are working with Skillman to isolate the cause. V. Landfair said the elevator hydraulics are getting cold, which is the cause of the problem. For this reason, they are looking into a heater. An update on the elevator will be provided at the next board meeting.

B. Swanay stated the gate arms are on a timer, and they are successfully keeping students from parking in the garage. We are still, however, having issues with students parking in the staff surface lot, but the officers help with catching offenders.

R. Puthran moved to approve the Director's Report, seconded by S. Kim, and the motion carried unanimously.

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TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

There were no staff reports.

RENOVATION UPDATE

Marc Griffith with Veridus included an update of the renovation and expansion project. Skillman will continue to address punch list. They hope to have most work wrapped up by year's end.

Solar

- Panels on site
- Duke Transformer Replaced on 11/11. Disconnect for Solar completed at that time
- Inverters should ship mid-December
- Waiting on Skillman/Skyline roofing to address roof punch list items before setting panels.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Proposed 2023 Salary Increase

S. Kim said that J. Williams and she met with C. Wenz, I. Dike-Young and B. Swanay to discuss several options for increases for staff. The committee recommended a 4 percent increase across the board for staff. That includes a 2 percent pay grade adjustment. In addition, a \$750 one-time inflationary adjustment for all employees was recommended.

A. Poindexter moved approval of the 2023 salary increase, seconded by R. Puthran, and the motion carried unanimously.

Holiday pay

S. Kim stated that part-time staff do not currently get holiday pay. The committee recommended in 2023 to allow part-time staff to get paid for holidays.

A. Poindexter moved to approve all part-time staff to receive holiday pay, seconded by X. Yuan, and the motion carried unanimously.

Strategic Plan

B. Meyer said the state of Indiana requires libraries to submit a new strategic plan every three years.

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The leadership team has been working with consultants to create a strategic plan. The overarching goals of the plan were included in the board packet. The staff will work in teams to create objectives and action items for 2023, 2024, and 2025.

Director Evaluation

Last year there was no director evaluation. Prior to that, there was a 360 evaluation. B. Swanay stated in a 360 evaluation the managers would receive a form with questions about his performance. The managers sent the completed form to C. Wenz. C. Wenz compiled the responses, took the names out, and sent that compiled information to the board. The board members also complete an evaluation form. Then, the results are discussed. There was discussion regarding the timing of the director evaluation. It was decided it would be done in January.

Fixed Asset Inventory Policy

I. Dike-Young said we will need to complete a new inventory of our new facility. For this reason, we reviewed our current fixed asset inventory policy. We found that we should change our threshold to a best practice amount. We are proposing \$5,000 for furniture and equipment. For insurance purposes, we are proposing to track everything that is over \$350.

A. Poindexter moved approval of the updated Fixed Asset Inventory Policy, seconded by S. Kim, and the motion carried unanimously.

Reimbursement to employee

P. Napier said the building was without power on Veterans Day so we could replace the transformers. I. Dike-Young said we want to reimburse the employee who had to change travel plans to be here for the power outage. There is no policy in place for this circumstance.

A Poindexter moved approval to reimburse the employee the travel expenses for changing travel plans due to the power outage, seconded by J. Williams, and the motion carried unanimously.

Attorney/Parliamentarian

B. Swanay stated it would be a good idea to have an attorney on retainer that could attend the board meetings. Because of the climate, there may be a point where the library board could benefit from having an attorney to provide real-time legal advice. B. Swanay does not have a firm to recommend now, but he would be willing to bring some options to the board. There was discussion about the benefits and an attorney to consider. It was decided B. Swanay would research prospective attorneys and bring suggestions to the December board meeting.

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ADJOURN

P. Napier adjourned the meeting at 6:12 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm