

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
December 19, 2022**

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

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

Guests: Marc Griffith, Officer Smith

**CALL TO ORDER/WELCOME**

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

**AGENDA**

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

**CONSENT AGENDA**

The consent agenda included Minutes from November 21, 2022, Board of Trustees meeting, Personnel Changes, and 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 thanked the staff and library board for a great year.

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

**TRUSTEE LIAISON REPORTS**

There were no reports.

**STAFF REPORTS**

There were no staff reports.

**RENOVATION UPDATE**

Marc Griffith with Veridus stated Skillman will continue to address punch list. They hope to have most work wrapped up by year's end. Regarding the solar project, they were able to get the materials on the roof. Weather permitting the solar array panels will be installed soon. B. Meyer said the elevator issue has been resolved at this point.

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**OLD BUSINESS**

Attorney/Parliamentarian - B. Swanay said he had contacted Ann O'Hara, who has a lot of experience in the municipal public sphere. B. Swanay will share her email with the board regarding her experience. B. Swanay feels Ann O'Hara is an excellent candidate to have on retainer and to attend the board meetings. A. Poindexter and R. Puthran expressed approval of Ann O'Hara. The board authorized B. Swanay to explore what it would take to get her on retainer so he can bring an agreement back to the board in January. It was suggested that once Ann O'Hara is on board, the board members could have a board workshop with her.

J. Williams asked about the Director evaluation. It was decided the evaluation would take place in executive session at the January board meeting.

**NEW BUSINESS**

Meeting Room Policy - R. Puthran asked about patron liability insurance for use of the Community Room. There was a discussion about liability insurance. It was decided I. Dike-Young would contact our insurance provider to see if our insurance is enough coverage or if we should require patrons to have their own liability insurance.

A. Poindexter moved to table the Meeting Room Policy, seconded by J. Williams, and the motion carried unanimously.

Resolution 9-2022: Transfer Encumbrance – I. Dike-Young stated we do this every year to transfer balances between line items as needed, in addition to moving 2022 budget items that have already been ordered into 2023.

A. Poindexter moved to approve Resolution 9-2022, seconded by R. Puthran, and the motion carried unanimously.

Resolution 10-2022: Close the Library CPF Fund and Transfer balance – I. Dike-Young stated we used to have a rate on our CD fund, but it is not necessary now to have a separate fund because it was taken out of the general fund. We built that rate into our general fund. We do not use the capital projects fund because it is restrictive. We want to transfer that balance into our operating fund.

A. Poindexter moved to accept Resolution 10-2022, seconded by R. Puthran, and the motion carried unanimously.

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**ADJOURN**

P. Napier adjourned the meeting at 6:03 p.m.

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Casey Wilson, Secretary  
Board of Trustees

/jrm