

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
March 27, 2023**

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

Present: President Patti Napier, Vice President Ranj Puthran, 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, Christy Walker

Guests: Ann O'Hara, Victor Landfair, Marc Griffith, Steve Smith

CALL TO ORDER/WELCOME

President P. Napier called the meeting to order at 5:32 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 February 27, 2023, February Claims and Warrants, and 2023 Personnel Changes.

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 referred to the first page of the Director's Report which includes an update on the garage elevator. A. Poindexter and S. Kim suggested getting the verbal commitments of Executive Elevator in writing or having Executive Elevator sign the notes taken at the meeting. B. Swanay will proceed with this suggestion. Also, B. Swanay mentioned his concern about the air system at the branch, which is detailed in the Director's Report. B. Swanay said the air system issue will be investigated further and he will provide updates. A. O'Hara will investigate the warranty of the system and the statute of limitations. B. Swanay stated the seal on the garage floor has helped with the leaking. The electrical charging stations are not working yet, but Tyler got certified in electrical vehicles so he can help us with setting up the stations.

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

TRUSTEE LIAISON REPORTS

There were no reports.

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STAFF REPORTS

Lisa Dick, Technical Services Manager, provided an overview of the Technical Services Department.

P. Napier complimented the Annual Report provided in the board packet.

RENOVATION UPDATE

M. Griffith provided a solar update. All the arrays are on the roof. The goal is to have them wired within the next few weeks. There will have to be a power shutdown. The shutdown is being planned with Duke. B. Swanay stated the targeted date for the power shutdown is April 14 at 6:00 am. If the power does not come back on, there is a possibility of a delayed opening of the library.

V. Landfair stated the expansion joint was not installed correctly, but it has been repaired. V. Landfair referred to the interior door issues stating that an inventory of all the doors in the facility was done by a third party. Some doors were immediately repaired. Other doors required materials to be fixed. Those materials have been ordered. The doors needing trim will be installed tomorrow. There was electronic hardware that required a bore to operate so they could be manually controlled. Other than Study Room C, those will be fixed tomorrow. There are six doors that need other types of materials. By the end of the day tomorrow, there will be seven doors that require repair. V. Landfair stated there are roughly 40 items left on the punch list. Those items should be complete within the next 30 days. When the weather improves, there will be a landscaping inspection.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Exhibit Policy – B. Swanay stated that this policy would bring more transparency for clarification and will be put on the website if approved by the board.

A. Poindexter moved to approve the Exhibit Policy, seconded by R. Puthran, and the motion carried unanimously.

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ADJOURN

P. Napier adjourned the meeting at 6:26 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm