

**Carmel Clay Public Library  
Minutes of the Board of Trustees Meeting  
October 23, 2023**

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

Present: President Ranj Puthran, Vice President Stephanie Kim, Treasurer Ije Dike-Young, Secretary Casey Wilson; Members Rosie Foulke, Anne Poindexter, John Williams; Director Bob Swanay; Managers Ashley Brauchla, Elizabeth Hamilton, Sara O'Sha

Guests: Ann O'Hara, Marc Griffith, Tyler Barker

**CALL TO ORDER/WELCOME**

President R. Puthran called the meeting to order at 5:29 p.m. All in attendance were welcomed.

**AGENDA**

A. Poindexter moved to adopt the agenda, seconded by C. Wilson, and the motion carried unanimously.

**CONSENT AGENDA**

The consent agenda included Minutes from the September 25, 2023 Board of Trustees meeting, Budget Summary from Mike Reuter, Claims and Warrants, Minutes from the September 25, 2023 and October 18, 2023 Building and Grounds Committee Meetings.

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.

**TRUSTEE LIAISON REPORT**

L. Hamilton provided an update on the Guilded Leaf Luncheon and the Book and Author evening. The Book and Author evening event had 200 attendees. The luncheon had 500 attendees. Jeff Worrell moderated the evening event. Almost 800 books were sold this year. J. Shadinger was honored in the program for the previous years she has volunteered at the Guilded Leaf and Book and Author evening. L. Hamilton stated the authors commended our library and our city. Next year will be the 20<sup>th</sup> anniversary of the Guilded Leaf.

**DIRECTOR'S REPORT**

B. Swanay said he was subpoenaed to testify in the Hamilton County Courthouse a few weeks ago regarding the library's Standard of Conduct Policy. There was a dispute that took place between two people in the library. He was also subpoenaed to turn over video footage.

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

**Minutes of the Board of Trustees Meeting  
October 23, 2023  
Page 2**

**STAFF REPORTS**

There were no reports.

**RENOVATION UPDATE**

T. Barker stated we are still in the fall planting schedule in accordance with the specs. Planting has taken place every day for the last two weeks. There are twelve trees that will have to be planted in the spring. T. Barker showed pictures of the new plants. He stated we went from 77 items on the 11-month warranty walk to 34 items, ten of which are painting touch ups. Ten of the remaining items are electrical issues with light fixtures that have burned out. There are also two cameras that are not recording and that will be fixed. There is a four-week lead time of the materials for the shades in the Community Room. R. Puthran said the Building and Grounds Committee will continue to meet to monitor the progress on the remaining issues.

**OLD BUSINESS**

Construction cost updates were included in the board packet.

**NEW BUSINESS**

Resolution 7-2023: Approve 2024 Budget

A. Poindexter moved approval of 7-2023, seconded by R. Foulke, and the motion carried unanimously.

Staff Milestone Anniversaries – B. Swanay said we are proposing to do something different for staff milestone anniversaries that are celebrated in increments of five years. Rather than going to a restaurant as we have in the past, we propose giving staff a four-hour shift off with pay to be taken within the same quarter of their anniversary.

A. Poindexter moved to approve the change in staff milestone anniversaries, seconded by S. Kim, and the motion carried unanimously.

B Swanay showed a picture of the possible round about art intended for the roundabout by the library titled "Taking Flight."

B Swanay said he is planning to issue the cleaning RFP on October 30<sup>th</sup>. He anticipates a good response. The current contract requires 90 days advance notice to terminate their services. Discussion ensued regarding the problems experienced during the last year.

**ADJOURN**

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

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Casey Wilson, Secretary

Board of Trustees

/jrm