

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
August 28, 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, Xiao Ou Yuan; Director Bob Swanay; Assistant Director Beth Meyer; Managers Lisa Dick, Christy Walker

Guests: Deputy Smith, Ann O'Hara, Marc Griffith, Antone Sgro

CALL TO ORDER/WELCOME

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

AGENDA

A. Poindexter moved to adopt the agenda, seconded by S. Kim, and the motion carried unanimously.

CONSENT AGENDA

The consent agenda included Minutes from the July 24, 2023 Board of Trustees meeting, Mike Reuter's Fiscal Plan summary, Claims and Warrants, and Minutes from the Building and Grounds Committee Meeting.

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

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

DIRECTOR'S REPORT

Because the July 24, 2023 Director's report was not approved at the last July 24th board meeting, S. Kim moved to approve the July 24, 2023 Director's report, seconded by X. Yuan, and the motion carried.

S. Kim moved to approve the August 28, 2023 Director's Report, seconded by X. Yuan, and the motion carried.

TRUSTEE LIAISON REPORTS

There were no reports.

STAFF REPORTS

B. Meyer provided an update on the Summer Reading Program and engagement.

Minutes of the Board of Trustees Meeting

August 28, 2023

Page 2

RENOVATION UPDATE

M. Griffith said the Building and Grounds committee met today. The next push will be to complete the landscaping during the fall months. Contractors will be onsite this week to begin the correction process. The blocking has been replaced for the shades in the Reading Room. The shades will be installed next Friday. The manufacturer for the shades in the Community Room came to the library to see his product. He was upset with the way the shades were installed, so he will source new material for the fabric of the shades. PKS will address the exposed power cords for the shades in the Community Rooms. Discussion on how to keep the system from coming on too frequently is ongoing. B. Swanay stated it has been helpful having the Building and Grounds committee meet to finalize items left on the punch list. B. Swanay stated we are planning a one-year anniversary celebration. Included in the celebration will be a ribbon cutting for the solar project.

OLD BUSINESS

Construction cost updates were included in the board packet.

NEW BUSINESS

2024 Holiday and Library Closures – The proposed changes to the library closures were highlighted in the document. The additional closures include April 8, 2024, for the solar eclipse and June 19, 2024, for Juneteenth. We will block access to the parking garage on the day of the solar eclipse because it is not safe for a high-density amount of people. As a tradeoff, B. Swanay suggested the library be open until 5:00 pm on New Year's Eve, a day we have typically been closed. Discussion ensued regarding the closing time for New Year's Eve. It was decided that the library close at 3:00 pm on New Year's Eve 2024.

A. Poindexter moved to approve the holiday schedule including a 3:00 pm close time on New Year's Eve 2024, seconded by Rosie Foulke, and the motion carried unanimously.

2024 Board of Trustees Meeting Dates – The April board meeting date was changed from April 22 to April 15.

C. Wilson moved approval of the meeting dates including the change to April 15, 2024, seconded by R. Foulke, and the motion carried unanimously.

Resolution 5-2023: Commitment to Join Indiana State Library Consortium for Public Library Internet Access

A. Poindexter moved approval of 5-2023, seconded by X. Yuan, and the motion carried unanimously.

Minutes of the Board of Trustees Meeting

August 28, 2023

Page 3

ADJOURN

R. Puthran adjourned the meeting at 6:07 p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm