

**Carmel Clay Public Library
Minutes of the Board of Trustees Meeting
February 26, 2024**

**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 (via Zoom), Xiao Ou Yuan; Director Bob Swanay; Managers Sara O'Sha, Christy Walker

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

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 of the January 22, 2024, Board of Trustees meeting, Claims and Warrants, and minutes of the February 14, 2024, Personnel and Policy 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.

TRUSTEE LIAISON REPORT

There were no reports.

DIRECTOR'S REPORT

B. Swanay stated that the annual City Council report was last Monday. The presentation was well-received by the Council. B. Swanay met with two assistant principals of Carmel High School to discuss some of the mutual issues the library and the high school are having in the parking lots and parental pickup. The school agreed to help by including some messaging in the March 1st newsletter and the May 1st newsletter. They are also looking into sharing some of their school resource officers with us during exam week. They will also send some substitute teachers to help during exam week. Lastly, the ceiling panels over the stairs became far worse than the picture B. Swanay included in the Director's Report. One panel was starting to dangle. The loose panel was secured, but all other panels will be evaluated and reinforced next week with additional screws.

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

LIASON REPORTS

C. Wilson stated that the Library After Dark event will be on April 20th.

STAFF REPORTS

There were no staff reports.

RENOVATION UPDATE

M. Griffith gave a brief update on the hot water plumbing issue, blinds in the Community Room and reading room, Boiler Room, AV equipment, and labeling of the breaker panels.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

Posting on Library Property – B. Swanay stated we are updating the policy manual as part of the strategic plan. We are shifting from maintaining the policy manual and staff handbook as print resources to an online format through SharePoint. There is reformatting that needs to be done, but there are also some minor updates and language changes that need to be addressed. These changes will be brought to the Board. The most pressing change is Posting on Library property. The outdated policy describes an environment that we do not have anymore.

A. Poindexter moved to approve the Posting on Library Property, seconded by X. Yuan, and the motion carried unanimously.

Resolution 5-2024: Authorization of Advance Payments – I. Dike-Young said the State Board of Accounts specified in their compliance manual that we could not pay for anything in advance of goods or services before we received the services or the goods. Last year, the legislature added an allowance for us to make advance payments. They made a distinction between goods and services and public works. They also specified how we would have to track those. For us to be able to make advance payments, we would need board approval.

C. Wilson moved to approve Resolution 5-2024, seconded by A Poindexter, and the motion carried unanimously.

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ADJOURN

R. Puthran adjourned the meeting at 6:11 pm p.m.

Casey Wilson, Secretary
Board of Trustees

/jrm