

Crawfordsville District Public Library Board of Trustees minutes, January 13, 2022

Annual Board of Finance Meeting for January 2022

President Keim called the Finance meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Smith, Mrs. Helms, Ms. Stocks, Mr. Littell, Mr. Mitchell, and Dr. Benedicks. Mr. Keim; Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were also present.

Mr. Littell re-nominated the existing President of the Board of Finance, Mr. Keim; and Ms. Stocks as Board of Finance Secretary. Mrs. Helms seconded the motion. Motion carried.

The board reviewed the report on investments, which is required under IC 5-13-7-7, and reviewed the overall investment policy of the library. Mr. Littell moved to approve the policy as presented, seconded by Ms. Stocks. Motion carried. Mr. Littell motioned to adjourn with Mr. Mitchell seconding. Board of Finance Meeting adjourned at 4:03 p.m.

Monthly Board Meeting for January

President Keim called the monthly meeting of the Board of Trustees to order at 4:05 p.m. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Ms. Stocks, Mr. Littell, Mr. Mitchell, and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

Public Comments: No public comments.

Minutes: Dr. Benedicks made a motion to accept minutes from the December 9, 2021, meeting seconded by Ms. Stocks. Motion carried.

Claims: Ms. Tyner presented two sets of claims: claims of \$222,400.93 for the period of December 10, 2021, to December 31, 2021, and \$32,990.90 for the period of January 1, 2022, to January 13, 2022. Mr. Littell motioned to accept the claims, seconded by Mr. Mitchell. Motion carried.

Committee Reports: There was no report from the last Main Street Board meeting. Mr. Keim reported that the Parks and Recreation board met on January 12 and approved rental rates for facilities. The Golf Course manager was at the meeting, and reported that 400 golfers played at the course in December, above expectations. The Course's Clubhouse is available for rental at an hourly rate.

Old Business: No old business.

Director's Report: Ms. Tyner pointed out this month's circulation, counting both electronic and print items, was about the same number as it was 5 years ago with just print items.

The year-end statistical packet was presented to the board.

Ms. Tyner reported a patron who was repeatedly disruptive has been trespassed from the library for a year.

A number of resignations have been received, including Sandy Dickerson, Toni Ridgway-Woodall, Amber Howard, and Ashley Hannum. The hiring process has started for each position, with the goal of filling the vacancies as soon as possible.

Ms. Tyner explained that the library management system would be down for migration to a new server for several hours on February 15. She suggested closing the library for the morning. Mr. Littell motioned to close the library for the morning of February 15. Mr. Mitchell seconded. Motion carried.

Ms. Tyner reported on the meeting room usage currently, which does include serving food. However, due to the current dramatic increase in the number of COVID cases, Ms. Tyner sought board input. Dr. Benedicks motioned to re-enact the no-food policy in the meeting rooms, seconded by Ms. Smith. Motion carried.

Financial Reports: Ms. Tyner presented the financial reports, and pointed out that although the disbursements YTD column on the financial report shows a larger disbursement than the appropriation, this number included the \$125,000 transfer from the Library Improvement Reserve Fund. The library operated within its appropriation during 2021.

After all expenses have been paid for 2021, the library will transfer the remaining \$24,691.89 to the Library Improvement Reserve Fund.

New Business: Dr. Benedicks made a motion to approve the resolution to make the End-of-Year Transfers, seconded by Mr. Littell. Motion carried.

Ms. Tyner presented the Circulation Policy, highlighting the areas with requested changes to eliminate some patron classes and make a few other changes in order to streamline operations. Dr. Benedicks motioned to approve the Circulation Policy, seconded by Mr. Keim. Motion carried.

Mr. Keim explained that the owners of the Arni's restaurant had asked that the library place their agreement in writing to allow library parking lot access for Arni's staff and customers. Accordingly, Library Attorney Ray Kirtley wrote agreements for Arni's and the Crawfordsville Masonic Temple Foundation, and a third will be added for the Farmers Market. Dr. Benedicks motioned to approve the agreement with the Masonic Temple Foundation, Arni's, and the Farmers Market. Mr. Littell seconded. Motion carried.

Ms. Tyner presented an exhibition agreement with the Minnesota Children's Museum for The Amazing Castle, an interactive exhibit. The funds for the exhibit will be donated by the Friends of the CMMC. Mr. Mitchell motioned to approve the agreement, with Dr. Benedicks seconding. Motion carried.

Ms. Tyner provided an addendum to the facility rental policy addressing specific procedures relating to alcohol service and use on the premises of the Carnegie Museum. Mr. Kirtley, the library attorney, reviewed the policy. Dr. Benedicks motioned to approve the policy, seconded by Ms. Stocks. Motion carried.

Employee Toni Ridgway-Woodall will be leaving the CMMC and has accepted another job elsewhere. However, she would like to continue her work as the coordinator of the gallery and art collection caretaker three hours a week. Mr. Littell proposed to keep her in her current position at three hours a week, tabling any action on changing her job title. The board by

consensus approved her continued employment concentrating on art and gallery duties. The library will move forward to fill the rest of the hours in her position.

Adjournment: Dr. Benedicks moved to adjourn the meeting. The meeting was adjourned at 5:14 p.m.