

Crawfordsville District Public Library Board of Trustees minutes, February 10, 2022

Monthly Board Meeting for February

President Keim called the monthly meeting of the Board of Trustees to order at 4:00 p.m. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Ms. Stocks, Mr. Littell and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Mr. Mitchell was absent.

Public Comments: No public comments.

Minutes: Mr. Littell made a motion to accept minutes from the January 13, 2022 meeting seconded by Ms. Stocks. Motion carried.

Claims: Ms. Tyner presented claims of \$203,751.27. Mr. Littell motioned to accept the claims, seconded by Dr. Benedicks. Motion carried.

Committee Reports: Ms. Tyner did not attend the January 24, 2022 Crawfordsville Main Street Annual meeting but provided the highlights for inclusion in the library minute book. Mr. Keim stated that the Park and Rec board did not meet on February 9 due to lack of an agenda.

Old Business: No old business.

Director's Report: Ms. Tyner explained the change in the program reporting, as required by the Institute of Museum and Library Services for the annual report, with programming reported as synchronous and asynchronous rather than as in-house or virtual.

Ms. Tyner is currently working on the Library Annual Report for the State Library.

New hires have been made for two of the four open positions.

Ms. Tyner and Ms. Steelman Wilson will be interviewing candidates on Friday for the CMMC Curator position.

There were no board member objections to Ms. Tyner potentially using the budgeted funds and hours acquired from a full-time staff member moving to part-time to shift the part-time Reference Assistant position currently in process to full-time.

Polaris server migration will be done on the morning of February 15th.

Ms. Tyner circulated thank you notes that are appended to the board packet.

Financial Reports: Ms. Tyner presented the financial reports. The portion of the budget already spent is a bit ahead of schedule, due to the employee Health Savings Account contributions occurring once a year in January.

Ms. Tyner noted also that the \$3,500 expense of the Amazing Castles exhibit has not yet been reimbursed by the Friends of the CMMC but will be soon.

New Business: Ms. Tyner presented several changes to the Circulation Policy. Some revisions were needed to make the policy consistent with the library's Integrated Library System, Polaris.

Other changes were that the new patron book check-out limit was adjusted from 3 to 20 items for the first three months and that replacement items will no longer be accepted for lost materials.

The library's collections agency, Unique, has notified the library of an increase in pricing per transaction from \$8.95 to \$11.65. Dr. Benedicks motioned to increase the library's processing fee from \$10.00 to \$15.00 in order to offset the increase in the collections costs charged to the library. Ms. Smith seconded the motion and the motion carried.

Ms. Tyner presented the resolution to establish the nonresident fee at \$70 for 2022. Mr. Littell motioned to approve, with Dr. Benedicks seconding. Motion carried.

Adjournment: Dr. Benedicks moved to adjourn the meeting. The meeting was adjourned at 4:34 p.m.