

Crawfordsville District Public Library Board of Trustees minutes, May 12, 2022

Monthly Board Meeting for May

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, Dr. Benedicks and Mr. Littell. Mr. Mitchell was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present, along with League of Women Voters observer Nancy Bennett.

Public Comments: No public comments.

Minutes: Mr. Littell made a motion to accept minutes from the April 14, 2022 meeting seconded by Ms. Stocks. Motion carried.

Claims: Ms. Tyner presented claims of \$258,201.08. Mr. Littell motioned to accept the claims, seconded by Dr. Benedicks. Motion carried.

Committee Reports: Ms. Tyner provided written minutes for the Crawfordsville Main Street meeting on April 18, 2022. Wayfinding signage samples have arrived, pending approval for production. Once finished, a wayfinding kiosk will be placed in front of the Carnegie Museum. For Arbor Day, an Elm tree was planted at the courthouse parking lot in honor of the county's bicentennial. The Main Street organization is considering flyers, postcards, etc. at the county government center to remind employees to patronize the downtown area. The full minutes for this meeting are appended to the library minute book. Mr. Keim said that the Park and Rec board cancelled their most recent meeting due to lack of an agenda.

Old Business: No old business.

Director's Report: Ms. Tyner said that the gate counts keep climbing, with circulation numbers up nearly 25% over April, 2021.

Ms. Tyner helped to staff the library booth at the Celebration of Unity event at Pike Place along with other staff members.

Ms. Tyner and Ms. Steelman Wilson interviewed candidates for the Facilities Technician and the Collection Services Manager position in April, with Mr. Dustie Meadows hired as the new Facilities Technician. Ms. Amanda Grossman has been hired as the Collection Services Manager. Ms. Grossman's current position, Assistant Manager for the Reference/Local History Department, has been advertised.

Ms. Noel Marquis and Ms. Madi Carnes have both completed their MLIS degrees, and Ms. Marquis has accepted a job at Hussey-Mayfield Memorial Public Library.

Hotspots are being considered for checkout, as well as grants to pay for offering the service to the community. Ms. Tyner and Ms. de Assis-Wilson are currently reviewing possibilities.

The COVID Status portion of the Director's Report will be removed, with any new developments listed under the general comments.

Ms. Tyner attended a DLGF webinar on Circuit Breakers.

The next book sale will be May 14.

Financial Reports: Ms. Tyner presented the financial reports for April, saying the fund balances look very good and will cover our HVAC and Lease Rental payments made in the June/July period.

With 67% of the year remaining, 70% of the budget remains to be expended.

New Business: Mr. Keim again discussed that trustee Ms. Stocks' term is ending, so the board is looking for a Crawfordsville Schools nominee for the library board. Ms. Jessica Bokhart was mentioned as a possibility, and Mr. Keim plans to speak with Mr. Monts at Hoosier Heartland State Bank for other possible recommendations. The next meeting for the school to make the appointment would be June 9.

Ms. Tyner presented the Capital Assets Policy for board review and consideration. The policy is required by the State Board of Accounts. Dr. Benedicks motioned to approve the Capital Assets Policy, seconded by Ms. Helms. Motion carried.

Ms. Tyner presented the Performance Services Guaranteed Savings report for Year 3 following the HVAC replacement project.

Adjournment: Dr. Benedicks motioned to adjourn, seconded by Mr. Littell. Meeting adjourned at 4:24 p.m.