

## **Crawfordsville District Public Library Board of Trustees minutes, September 8, 2022**

### **Public Hearing for Proposed 2023 Budgets**

President Keim called the public hearing on the proposed 2023 budgets to order at 4:02 p.m. No members of the public were present. Trustees Mr. Keim, Dr. Benedicks, Ms. Smith, Ms. Helms, Mr. Mitchell, Mr. Foster, and Mr. Littell were in attendance. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were also present. There being no public questions or comments, Mr. Littell motioned to adjourn, with Dr. Benedicks seconding. Meeting adjourned at 4:07 p.m.

### **Monthly Board Meeting for September**

President Keim called the monthly meeting of the Board of Trustees to order at 4:08 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Foster, Mr. Keim, Dr. Benedicks, Mr. Mitchell, and Mr. Littell. 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 August 11, 2022 meeting, seconded by Mr. Mitchell. Motion carried.

**Claims:** Ms. Tyner presented claims of \$197,582.40 with brief discussion. Mr. Littell motioned to accept the claims, seconded by Dr. Benedicks. Motion carried.

**Committee Reports:** Ms. Tyner provided a summary of the Crawfordsville Main Street meeting on August 15, 2022. A new candy shop will be opening in October, two ribbon cuttings have been held, and the organization is waiting on INDOT to approve the highway signs. The next meeting is September 19<sup>th</sup>, 2022 at 5:30 p.m. The full report is appended to the library minute book. Mr. Keim reported that the Park and Rec board has not met in September.

**Old Business:** Ms. Tyner presented a list of the mention of mileage reimbursement in current library policies and resolutions, and sought guidance for reimbursing staff members for trips not related to conferences, workshops, and other long-distance library obligations, as the current policy states. After some discussion, the consensus was that all work-related trips would be reimbursed.

Mr. Littell expressed a concern for liability issues arising from work-related trips, and requested that Ms. Tyner check with the library attorney and our insurance company, which Ms. Tyner agreed to do.

Ms. Tyner provided documents for board members to sign in order to update check signing privileges for the new officers.

**Director's Report:** Ms. Tyner noted that our borrower percentage statistics will now be based on 2020 census numbers, a reduction of 500 people from the earlier 2010 census numbers.

Ms. Tyner and Ms. Steelman Wilson organized library records to be disposed of according to state retention guidelines. Ms. Tyner submitted the list of items for disposal.

Ms. Tyner met with our health insurance broker, First Person, to review potential changes.

A number of Human Resources changes have happened recently, with the resignations of Ms. Shelbi Hoover and Ms. Rachel Peyton. Ms. Susanna Howard has joined the Reference Department, and Ms. Stephanie Kohlmeier has been hired for Youth Services. Ms. Hannah Gray has been hired as a Collection Services Assistant.

Ms. Tyner reported that the DLGF Budget Workshop representative informed her that the 5% increase is for the total budget, resulting in another \$51,363 to be transferred to the LIRF Fund. A copy of the revised budget is included in the packet.

The Book Sale in August generated \$1,094.50 in gift fund income, an outstanding sale.

Ms. Smith asked about the Christmas Festival of Trees at the Masonic Cornerstone, and whether the library would be participating again. Ms. Tyner said that the staff are interested in participating, but funding had not been determined. The board expressed its support for participation and funding with library gift funds.

**Financial Reports:** Ms. Tyner presented the financial reports for September. The Appropriation Report shows 39.5% of the appropriation left, with 33% of the year remaining.

**New Business:** Mr. Littell discussed the latest Journal Review column, written by a library staff member.

**Adjournment:** Mr. Littell motioned to adjourn, seconded by Dr. Benedicks. Meeting adjourned at 4:43 p.m.