

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

Executive Session

The board met in executive session on October 10 at 3:45 p.m. to discuss personnel matters noted under IC 5-14-1.5-6.1 (6) With respect to any individual over whom the governing body has jurisdiction (B) To discuss, before a determination, the individual's status as an employee. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Mr. Mitchell, Dr. Benedicks, and Mr. Littell. No other matters were discussed.

Monthly Board Meeting for October

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

Public Comments: No public comments.

Minutes: Mr. Littell made a motion to accept minutes from the September 8, 2022 meeting, seconded by Dr. Benedicks. Motion carried.

Claims: Ms. Tyner presented claims of \$126,361.21 with brief discussion about the absence of an invoice from Price Lawn and Landscape and an update on the Librarica mail fraud/altered check situation – the bank has covered the check. Mr. Mitchell motioned to accept the claims, seconded by Marilyn Smith. Motion carried.

Committee Reports: Ms. Tyner reported that CMS did not have quorum for its September 20 meeting. However, the attending members did discuss various topics, including ARPA funds and the wayfinding project, without conducting official business or making board decisions. Mr. Keim reported that the Park and Rec board met on October 12 and discussed the renovation of the Frances Wooden Northside Park. Ms. Smith reported that the Friends of CMMC met on XX and discussed the Amazing Castles exhibit. The museum has been offered a chance to extend the exhibit by another four months. The full report is included in the board minute binder.

Old Business: No old business.

Director's Report: Ms. Tyner reported that a couple statistics had been updated after the packets were printed: the number of attendees of the two general programs was 120, and the number of attendees at the one facility use of the CMMC was 10.

An update to the item on the open position in the Circulation Department: a new employee has already been offered the position, pending good results from references and the background check.

Not included in the report was a tour that Ms. Tyner conducted for the board members and library director of Sheridan Public Library. Architect Harry Mohler was also present. They are beginning a renovation and were touring five different libraries for ideas/inspiration.

The library will be closed on Friday, December 9, for a staff development day.

Financial Reports: Ms. Tyner presented the financial reports for September. The Appropriation Report shows 32.5% of the appropriation left, with 25% of the year remaining.

New Business: Ms. Tyner presented the Resolution to adopt the 2023 Budgets. Mr. Littell motioned to adopt the resolution, seconded by Ms. Helms. Motion carried.

Ms. Tyner presented the proposed 2023 Holidays and Closings schedule, and also requested a day to close for staff development, the date to be determined later. Dr. Benedicks motioned to approve the requests, with Mr. Mitchell seconding. Motion carried.

Ms. Tyner noted that this is the time of year when the Montgomery County Community Foundation reaches out to organizations about possible distributions from funds, asking if they would like to take the distribution or roll it over. For the past few years, the distribution amount has been around \$12,000. Dr. Benedicks moved to accept the distribution with any restricted funds to be used as requested and the unrestricted funds to be placed in the gift fund. Mr. Littell seconded the motion. The motion carried.

The Revision of ILL Section of Circulation Policy item was removed from the agenda.

Ms. Tyner presented a revision to the Collection Development Policy; she explained that there was no major change to the policy, but that the language had been updated, sections at the beginning were removed since they were contained in other policies, other sections were filled out, and the flow of the document was addressed. Mr. Littell asked about selection practices for age-appropriate materials and for balancing collections, which Ms. Tyner explained. Dr. Benedicks moved that the revised policy be approved; Ms. Helms seconded the motion. The motion carried.

Mr. Littell moved that the salary of the Director of Library Services be increased in 2023 to \$82,500. Dr. Benedicks seconded the motion, and the motion carried.

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

DULY APPROVED by the Board of Trustees of the Crawfordsville District Public Library at its regular meeting held on the **10th day of November, 2022**, at which meeting a quorum was present.

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ATTEST: _____

Secretary, Board of Trustees