

## **Crawfordsville District Public Library Board of Trustees minutes, February 9, 2023**

### **Monthly Board Meeting for February**

President Keim called the monthly meeting of the Board of Trustees to order at 4:03 p.m. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Mr. Foster and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Mr. Littell and Mr. Mitchell were absent. The meeting was held in the library conference room.

**Public Comments:** No public comments.

**Minutes:** Dr. Benedicks made a motion to accept minutes from the January 12, 2023 meeting, seconded by Mrs. Helms. Motion carried.

**Claims:** Ms. Tyner presented claims of \$1,529,283.31 for the period of January 14, 2023 to February 15, 2023 with brief explanations. Dr. Benedicks motioned to accept the claims, seconded by Ms. Smith. Motion carried.

**Committee Reports:** Ms. Tyner attended the last Main Street Board meeting on December 19, 2022 and presented a report. Updates on the Canine Fountain and Wayfinding project were provided. ARPA Round II funds may pay for the pergola. Memberships are up, with 121 members in 2022. The complete report will be filed with the board minutes. Mr. Keim reported that the Parks and Recreation board met on February 8, but he was not able to attend. For the Friend of CMMC, Ms. Smith reported that the unloading of the truck carrying the Amazing Castles Exhibit went incredibly fast, and that the Crinoid Exhibit will open soon (February 25). Theresa summarized the recent meeting of the Finance committee, whose minutes are a part of the board packet for this meeting. Dr. Benedicks motioned to approve the minutes of the Finance committee, and Mrs. Helms seconded. Motion carried.

**Old Business:** The bookkeeper has corrected the errors in the 2022 Financial and Appropriation Reports and these are now final. Ms. Tyner presented a resolution to make the year-end transfers for the end of the fiscal year 2022. Amounts will be transferred from accounts with credit balances to accounts with debit balances, with the remaining funds resulting in a \$176,801.64 transfer to the LIRF fund, and a \$1 transfer to the Unemployment fund. Ms. Tyner said that this year's HVAC payments will be paid by the Rainy Day Fund, but future payments may be made from the LIRF balance. Dr. Benedicks motioned to approve the resolution, seconded by Mr. Foster. Motion carried.

**Director's Report:** Ms. Tyner pointed out that circulation statistics are up to where they were five years ago.

Ms. Tyner is currently working on the Library Annual Report and the Annual Financial Report.

The library book sale for January made \$1,356, another high-earning sale. In recognition of Book Sale Volunteer Mike Everett's ongoing work, Ms. Tyner purchased a thank you card for the board to sign, and gift certificate for Mr. and Mrs. Everett.

Ms. Tyner's recent conversation with ENA may mean higher bandwidth for the library and museum at a lower price. She will follow up on this possibility.

After we received a lower Local Income Tax payment in January, Ms. Tyner reached out to the county auditor, and it has been determined that there was an error computing our payment. The

monthly payment will be increased in the future, and the January underpayment corrected. The correct monthly payment will be a little higher than last year.

The library's life insurance coverage is moving to Principal, so Ms. Tyner is filling out new insurance forms. Also, vision and dental coverage is now available for employees through payroll deduction at their expense.

Ms. Tyner reviewed the year-end statistical reports, pointing out that the definition of "programs" has changed a few years ago, which is one reason the count is lower. Ms. Tyner is pleased with the usage levels reflected in the reports.

**Financial Reports:** Mr. Keim said that some money has been moved from the First Financial Bank (\$1,250,000.00) to Tri-County Bank and Trust. Ms. Tyner said that the beginning balances for the Operating, Lease/Rental and LIRF funds on the 2023 financial reports have not been corrected after the bookkeepers made the corrections on the 2022 reports. This will be done after the year-end transfers are completed.

**New Business:** Following the recommendations of the Financial Committee, Ms. Tyner prepared a resolution to close 7 funds, directing the credit balances of these funds to be deposited to other existing funds, and directing the closure of 3 funds that are currently not carrying a balance. Dr. Benedicks motioned to approve the resolution, with Mrs. Helms seconding. Motion carried.

Ms. Tyner presented a resolution to establish the Non-Resident Fee for 2023, which would be set at \$72.00 for an individual non-resident card. Dr. Benedicks motioned to adopt the resolution, seconded by Ms. Smith. Motion carried.

Ms. Tyner brought the board some information regarding a request Ms. Record had made for the YS department. The existing tables in YS have been in use since 2005. These tables have sharp corners and are becoming wobbly. The cost of new ones would be \$3,612, and Ms. Record has \$2,250 of available funds in gift funds restricted to children's services. Ms. Tyner sought board approval for paying the balance of \$1,362 from gift or operating funds. This was approved by consensus.

Dr. Benedicks brought up a discussion of offices for the library administrative staff. This issue was last discussed prior to COVID in March of 2020. Ms. Tyner will contact Judi Kleine, architect, to update the pricing for the previously planned administrative area.

**Adjournment:** Dr. Benedicks moved to adjourn the meeting. The meeting was adjourned at 5:02 p.m.