

## **Crawfordsville District Public Library Board of Trustees minutes, August 10, 2023**

### **Monthly Board Meeting for August**

President Keim called the monthly meeting of the Board of Trustees to order at 4:02 p.m. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Mr. Foster, Mr. Littell and Mr. Brewer. Mr. Owen Bennett joins the board as a new appointment with this meeting. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. The meeting was held in the library conference room.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the July 13, 2023 meeting, with Mrs. Helms seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$219,192.04 for the period of July 15, 2023 to August 15, 2023 with brief explanations. Mr. Littell motioned to approve, seconded by Mrs. Helms. Motion carried.

**Committee Reports:** Ms. Tyner reported from the July 17, 2023 meeting of the Main Street Board that Downtown Crawfordsville has a new Local Historic District, the "Main/Green Historic District." The last First Friday event was on August 4. Board members were trained on the new Maestro software.

Mr. Keim reported that the Park board met on August 9. No business was handled aside from the transfer of funds.

Ms. Smith said that the CMMC board quarterly meeting will be August 14. No one came to watch the Monty Python and the Holy Grail film screening on July 20<sup>th</sup>.

**Old Business:** None.

**Director's Report:** Ms. Tyner and Ms. Janna Bennett will be meeting with 1909 DIGITAL for a kick off meeting via Zoom on August 14.

Paul Utterback and Gracie Chapman have resigned. Interviews are underway for the open Reference Assistant position.

The Museum Educator position has been reposted. Interviews will resume soon.

Ms. Tyner said that the Summer Reading statistics for the Youth Services Department are appended to the YS Departmental report.

Mr. Littell pointed out that the difference between last month's and this month's circulation numbers for physical and electronic items was incorrect. The correct percent change is -3.61%.

### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. The spending of the appropriation is in line with this time of the year.

Ms. Smith asked about the endowment funds transfer to MCCF. Ms. Tyner will be working on this task soon.

Ms. Tyner attached the past months' credit card reconciliation to the board packet.

**New Business:**

Ms. Tyner included updated versions of the Classification Schedule and Pay Scale and a proposed version for review to address wage inequities in the library assistant classification and to establish a fair wage for new and promoted employees. The Finance Committee met to review the documents on August 9, 2023, and recommended that they consider a longer range plan. Mr. Littell recommended re-examining the issue in September or October.

Ms. Tyner presented the 2024 proposed budget with discussion following. Mr. Keim motioned to accept the 2024 budget proposal as presented, which was amended to accept with clarification from a DLGF representative on the HVAC debt from LIRF. Mr. Littell seconded. Motion carried.

Ms. Tyner presented the resolution to join the Indiana State Library Consortium for Public Library Internet Access for July 1, 2024 to June 30, 2025. This is an annual action that is required to receive the 80% discounted rate for Internet. Mr. Brewer motioned to approve the resolution, seconded by Mr. Bennett. Motion carried.

Ms. Tyner presented an update to the Circulation policy, allowing interlibrary loan privileges for Homebound patrons. Mr. Littell motioned to accept the update in policy, seconded by Mr. Foster. Motion carried.

**Adjournment:** Ms. Smith moved to adjourn the meeting, seconded by Mr. Foster. The meeting was adjourned at 4:38 p.m.