

Crawfordsville District Public Library Board of Trustees minutes, September 14, 2023

Public Hearing for Proposed 2024 Budgets

President Keim called the public hearing on the proposed 2024 budgets to order at 4:02 p.m. No members of the public were present. Trustees Mr. Keim, Ms. Smith, Mr. Brewer, Mr. Bennett, Mrs. Helms, Mr. Foster, and Mr. Littell were in attendance. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were also present. Ms. Tyner explained that the sole change to the budget following the meeting with the Department of Local Government Finance representative was an adjustment of \$500 from the Lease Rental fund to the Operating Fund to correct balances. There was brief discussion about the budget. There being no public questions or comments, Mr. Littell motioned to adjourn, with Mrs. Helms seconding. Meeting adjourned at 4:08 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, Mr. Littell, Mr. Bennett, and Mr. Brewer. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

Public Comments: No public comments.

Minutes: Mrs. Smith made a motion to accept minutes from the August 10, 2023 meeting, with Mr. Littell seconding. Motion carried.

Claims: Ms. Tyner presented claims of \$164,304.87 for the period of August 16, 2023, to September 15, 2023, with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Foster. Motion carried. Ms. Smith asked about the weeds in the library parking lot. These should be addressed by the library's landscaping company. Ms. Tyner said she would contact them to take care of the issue.

Committee Reports: Ms. Tyner reported from the August 21st meeting of the Main Street Board that work on the fountain will begin in September, Transformation Strategy planning will be beginning soon, and Oktoberfest will be held on October 7.

Mr. Keim reported that the Park board did not meet due to lack of an agenda.

Ms. Smith said she had seen The Magic of Water in Montgomery County exhibit, which was interesting, and said that the The Amazing Castles exhibit will be taken down soon. The Unequal and Undaunted: Education and Community at Lincoln School for Colored Children exhibit will open on September 30.

Old Business: None.

Director's Report: Ms. Tyner has been participating in lots of meetings this month.

The Museum Education position is finally filled, Betzabe Castaneda Blanco has joined the Reference Department as a Library Assistant, and Circulation Assistant Carri Wilhite has resigned. Interviews are underway for her replacement.

Ms. Tyner has nearly completed the 2024-2026 Technology Plan document, which will be ready for the next meeting.

The library book sale receipts from the last sale on September 9 pushed the 2023 sales receipts over the total receipts for 2022! In 2022, a total of \$10,932.22 was raised from the book sale, and in 2023, \$12,986.45 has already been raised.

Financial Reports:

Ms. Tyner presented the financials with brief explanations. With 33% of the year left, over 38% of the budget remains to be expended.

New Business:

Ms. Tyner requested board approval to submit a Montgomery County Community Foundation grant request to cover mobile laptops or Chromebooks and mobile hotspots for internet service. The estimated cost will be approximately \$15,000. Mrs. Helms motioned to approve the application for MCCF. Mr. Brewer seconded. Motion carried.

Ms. Tyner presented a resolution to designate signers for approved depository accounts after explaining that banks require proof of the signer's authority. She presented a universal resolution that would name the signers by board office, which would not need to be revised in the future, and another naming the signers individually by name. Mr. Littell motioned to approve the universal resolution with a second by Mr. Bennett. Motion carried.

Ms. Tyner presented a revision of personnel policies dealing with employee leave, holidays, and employee status in order to address policy ambiguities. Background questions were asked and the possibility of combining various types of leave into one PTO type was raised. Following a lengthy board discussion, the item was tabled until the October meeting to allow for further review of the issue.

Mr. Littell and Ms. Tyner have recently met with Ms. Kelly Taylor at the MCCF following the finance committee's recommendation to close the library's endowment funds and transfer the fund balances to the Community Foundation. A resolution to close the library's Endowment Principal Fund and move the balance to the library's agency fund at MCCF was presented. Mr. Littell motioned to approve the prepared resolution, with Mr. Foster seconding. Motion carried.

A similar resolution was presented to close the CMMC Endowment Principal Fund and to move the balance to a newly-established Carnegie Museum of Montgomery County Fund at the MCCF. Mr. Foster motioned to approve the prepared resolution, with Mrs. Helms seconding. Motion carried. Ms. Tyner was authorized to sign documents on behalf of the board to establish the new fund.

Ms. Tyner explained that the State Board of Accounts requires a board resolution authorizing a credit card in addition to other internal controls procedures to keep the card secure. She presented a resolution for a Library Walmart Credit Card for board review. Mr. Littell motioned to approve the resolution, seconded by Mr. Bennett. Motion carried.

Additional item:

Mr. Littell requested authorization to establish a CDPL credit card account with the Hoosier Heartland State Bank to replace the current First Financial library credit card.

Mr. Keim motioned to approve the authorization, seconded by Ms. Smith. Motion carried.
Mr. Littell motioned to adjourn, seconded by Mr. Keim. Meeting adjourned at 4:55 p.m.

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