

## **Crawfordsville District Public Library Board of Trustees minutes, October 12, 2023**

### **Monthly Board Meeting for October**

President Keim called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Foster, Mr. Keim, Mr. Littell, and Mr. Bennett. Mr. Brewer was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the September 14, 2023 meeting, and the October 5, 2023 Finance Committee Meeting, with Mr. Bennett seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$202,903.77 for the period of September 16, 2023 to October 15, 2023 with brief explanations. Mr. Littell motioned to approve, seconded by Mrs. Helms. Motion carried.

**Committee Reports:** Ms. Tyner reported from the September 18, 2023 meeting of the Crawfordsville Main Street Board. Upcoming events include Oktoberfest, to be held October 7, and Downtown Party night, which will be held this year on November 25. Work on the Canine Plaza fountain is ongoing until December. Several downtown Bradford pear trees will be removed by the City Street Department, with funding to replace them provided by the Soil and Water Conservation District. Strategic planning continues. An ordinance governing food trucks in the downtown area is in the process of being added to city code.

Mr. Keim reported from the last Park & Rec board meeting. Over 1400 people responded to the pool survey, with 83% supporting renovation and expansion of the pool. The Senior Citizen Expo had 250 people attend. Lincoln Park will be starting demolition in 2 weeks. Brickyard park work will be done in the winter. There is a new fence at the Kathy Steele Park. The golf course has the first surplus in funds in 15 years.

Ms. Smith said that the Lincoln School Exhibit has opened, along with a state exhibit that is free to the Museum. She said that a driving tour is also available for local sites.

**Old Business:** Ms. Tyner sent the investment policy, the purchasing policy, and the wage scale to library attorney, Dan Taylor, for his review, but has not yet received a response.

The board discussed the best method of handling holiday pay for part-time employees. Following discussion, Phil motioned to calculate the employee's average workweek during the previous year and award a corresponding percentage of the paid holidays accordingly for the coming year. Mrs. Helms seconded, and the motion carried.

Ms. Tyner requested the Revision of Vacation, Sick, and Personal Days Policies to be tabled until next board meeting.

Ms. Tyner presented the new pay scale for consideration with board discussion. Mr. Littell motioned to approve the new pay scale, seconded by Mr. Foster. The new wage is to begin in January, with new hires to receive their increase in January as well. Motion carried.

**Director's Report:** Ms. Tyner noted that gate counts are down for both the Museum and Library, which is typical for this time of year. The Amazing Castle exhibit is now gone, which is also contributing to the lower visitor counts.

1909 Digital has presented a preliminary website for the CMMC to Ms. Janna Bennett and Ms. Tyner for their review.

Ms. Tyner completed the Montgomery County Community Foundation Grant application, with a site visit scheduled. The grant is requesting funds to purchase mobile laptops for circulation and in-house use, leased hotspots, and leased Chromebooks.

Ms. Marva Davis has been hired into the open Circulation Clerk position, and Ms. Cindy Dawson has resigned from that department. Due to an internal transfer, a Youth Services position has opened up and has been posted.

### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. Ms. Tyner has started the paperwork for the transfer of the Endowment funds to the agency fund. However, an additional appropriation is required, which will be done next month.

The appropriation report shows finances are in great shape; the budget shows 30% of the appropriation remains to be expended.

Ms. Tyner has provided the August credit card statement with the other financials for board review.

### **New Business:**

Ms. Tyner presented the 2024 Budget Resolution with tax levies and tax rates with brief explanations. Mr. Littell motioned to accept the resolution, with Mr. Bennett seconding. Motion carried.

Order moved to Distribution from the MCCF funds. Ms. Tyner presented the letter from the MCCF offering a \$13,500 distribution this year. Mrs. Helms motioned to take the distribution, with Mr. Littell seconding. Motion carried.

Order returned to Holidays and Library closings for 2024. Mr. Foster motioned to accept, seconded by Ms. Smith. Motion carried.

Ms. Tyner presented a quote from Insperity, a Professional Employer Organization (PEO), and BambooHR for payroll and additional services, and included information for Group Management Services. PEOs provide HR management, payroll, benefit administration, and time and attendance tracking. Current provider, BambooHR, provides payroll services, but does not offer HR administration options. Mr. Bennett motioned to accept the Insperity quote, with Ms. Smith seconding. Motion carried.

**Adjournment:** Mr. Littell moved to adjourn the meeting. The meeting was adjourned at 5:22 p.m.