

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

### **Monthly Board Meeting for November**

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. Brewer, and Mr. Bennett. Mr. Littell was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

**Public Comments:** No public comments.

**Minutes:** Ms. Smith made a motion to accept minutes from the October 12, 2023 meeting with Mr. Foster seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$224,280.61 for the period of October 14, 2023 to November 15, 2023 with brief explanations. Mr. Keim motioned to approve, seconded by Mrs. Helms. Motion carried.

**Committee Reports:** Ms. Tyner reported from the October 23, 2023 meeting of the Crawfordsville Main Street Board. Downtown party night will be held on November 25. Work on the Canine Plaza fountain is ongoing until December. Wayfinding signs have arrived and installation is beginning. Annual membership meeting has been scheduled for Monday, January 22 at 5:30 p.m. at the Masonic Cornerstone.

Mr. Keim said that the last Park and Rec board meeting did not have a quorum, so no action was taken.

Ms. Smith said that the CMMC has their next quarterly meeting on Monday, November 13.

**Old Business:** Ms. Tyner presented an updated Classification Schedule and Payscale for board approval. Changes included merging two levels of Copy Cataloger classification into one, and removing additional compensation for educational levels for some Master's degree situations and all PhDs. Mrs. Helms motioned to approve the updated classification schedule and payscale, with Mr. Foster seconding. Motion carried.

**Director's Report:** Ms. Tyner and Ms. Bennett have been meeting regularly with 1909 Digital regarding the progress of the brand review for the CMMC.

Ms. Tyner met with library attorney Dan Taylor regarding the purchasing and investment policies. Regarding the remaining accounting tasks once payroll moves to Insperty, he also recommended using in-house staff for the claims process and internal book keeping. Finally, he recommended beginning a process of consulting an engineer for a building needs assessment in advance of the lease rental levy expiration in 2025. A plan should be completed by July 2024.

The domain names of [CrawfordsvilleLibrary.in.gov](http://CrawfordsvilleLibrary.in.gov) and [CarnegieMuseum.in.gov](http://CarnegieMuseum.in.gov) have been approved for our use in our website addresses by the state.

The ongoing issues with the Donnelley Room projector have been solved by EdgeIT hardwiring the projector.

## **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. Funds such as 809 and 813 will be corrected to zero before the changeover to Insperity is done.

The negative balance in the copier fund is an error and will be fixed.

The appropriation report shows finances are doing well; the budget shows 22% of the appropriation remains to be expended, with 16% of the year left.

## **New Business:**

Ms. Tyner presented the updated Salary Ordinance for 2024. Mr. Keim motioned to approve the ordinance with Mrs. Helms seconding. Motion carried.

Ms. Tyner presented a Revision of Payday Policy changing the payday from once per month on the 15<sup>th</sup> to every other Friday beginning in January, 2024. Mr. Bennett motioned to approve with Mr. Brewer seconding. Motion carried.

Ms. Tyner presented the revised purchasing policy, which was recommended by the State Board of Accounts, reviewed by our library attorney, Mr. Dan Taylor, who added the last two paragraphs. Mrs. Helms motioned to approve the purchasing policy, seconded by Mr. Bennett. Motion carried.

A second updated policy was presented, the investment policy, which is much more comprehensive than the previous policy. Mr. Foster motioned to approve the revision of the investment policy, with Mr. Keim seconding. Motion carried.

The board discussed the upcoming 2024 schedule of board meetings, with discussion surrounding Mr. Brewer's availability due to work commitments. He will plan to attend via Zoom, but will be unable to vote. Meetings that would otherwise fail due to a lack of a quorum will be rescheduled.

Ms. Tyner presented the 2024-2026 Technology Plan, which had been updated to remove attained goals and update outstanding ones. Mr. Brewer motioned to approve with Mr. Bennett seconding. Motion carried.

**Adjournment:** Mr. Keim motioned to adjourn. The meeting was adjourned at 4:57 p.m.