

## **Crawfordsville District Public Library Board of Trustees minutes, December 14, 2023**

### **Public Hearing for 2023 Additional Appropriations**

Ms. Smith called the public hearing to order at 4 p.m. No members of the public were present, and the hearing was adjourned at 4:04 p.m.

### **Monthly Board Meeting for December**

Ms. Smith called the monthly meeting of the Board of Trustees to order at 4:04 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Foster, Mr. Brewer, and Mr. Bennett. Mr. Littell and Mr. Keim were absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

**Public Comments:** No public comments.

**Minutes:** Mr. Foster made a motion to accept minutes from the November 9 meeting with Mr. Bennett seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$726,960.76 for the period of November 16, 2023 to December 15, 2023 with brief explanations. Mrs. Helms motioned to approve, seconded by Mr. Bennett. Motion carried.

**Committee Reports:** Ms. Tyner had no report from the Main Street Board.

Mr. Keim was not present at the meeting to present the Park and Rec meeting summary.

Ms. Smith, of the Friends of Carnegie Museum committee, said Santa visited on Saturday, December 9. A Golden Girls coloring event is upcoming in January, and on April 8, an eclipse party will be held in the library parking lot.

The Finance Committee has not met.

**Old Business:** Following public notices placed in the local newspapers, Ms. Tyner presented a resolution to approve an additional appropriation for fund number #125 – Endowment Principal Fund and #127 CMMC Endowment Principal Fund. These balances will be moved to accounts managed by the Montgomery County Community Foundation. Mr. Foster motioned to approve the resolution, seconded by Mr. Brewer. Motion carried.

**Director's Report:** Ms. Tyner said that the Carnegie Museum expects to exceed 9,000 visitors in 2023.

Work continues with 1909 Digital, with the Carnegie Museum's website expected by year end.

Ms. Tyner reported that the library had received the MCCF grant for laptops and hotspots. Some procedures and the circulation policy will need changes in order to loan these items.

The Crawfordsville Public Library Building and Preservation Corporation met to appoint a new attorney, Dan Taylor, in place of Mr. Jim Ayres, who has retired. Current library board trustee Mr. Keim will take a position on the Preservation Corporation board once his current term on the library board has ended in June.

Betzabe Castaneda-Blanco has resigned and will continue working one night per week until her position is filled. Amanda Grossman left library service on December 6.

Total book sale receipts for 2023 were \$5,217.23 above the 2022 total. Mr. Everett attributes the increase to increased publicity from social media.

### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. The December property tax distribution is due soon and will increase balances in the Operating Fund and Lease/Rental Fund.

With a little more than 8% of the year remaining, 15.5% of the budget remains to be expended.

### **New Business:**

Ms. Tyner presented the current Medical Leaves of Absence policy as well as a revised Family and Medical Leave Act policy, reflecting the change that CDPL, as a governmental unit, must abide by the Family Medical Leave Act. Following discussion, Mr. Brewer motioned to accept the replacement of the former Medical Leaves of Absence policy with the FMLA Policy, with suggested changes. Mrs. Helms seconded the motion, and the motion carried.

Ms. Tyner presented a resolution to encumber funds from the 2023 fiscal year to be spent in 2024. Expenses from 1909 Digital and DKA Plastering will be encumbered, a total of \$19,448.00. Mr. Foster motioned to approve encumbering the funds, seconded by Mr. Brewer. Motion carried.

Ms. Tyner presented revised job descriptions for Classes 9-16, which supervising managers had reviewed. Mrs. Helms motioned to approve the new versions as of this meeting date, seconded by Mr. Bennett. Motion carried.

Library attorney, Dan Taylor, recommended that the library engage a structural engineering firm to evaluate the library and museum buildings' current condition and consider potential modifications needed in the next decade. Library administration may consider a bond offering in the future to finance needed modifications. Ms. Tyner contacted a few recommended firms, and quotes were received by American Structurepoint, Inc., and KJG Engineering. Upon review of the proposals, Mr. Brewer motioned to accept the proposal by KJG Engineering. Mrs. Helms seconded, and the motion carried.

Ms. Tyner provided a quote for replacement window blinds needed for the Carnegie Museum. The quote includes everything needed except the frame and labor for the tops of arch windows. ARC Window Treatments provided a quote for \$6477.86. Mr. Brewer motioned to accept the quote, seconded by Mrs. Helms. Motion carried.

Ms. Tyner then requested permission to move accounting responsibilities in-house. Ms. Tyner requested authorizing Ms. Lisa Guckes, Circulation Department Manager, to perform the library's accounting duties and to increase her pay. Mr. Bennett motioned to increase Ms. Guckes' salary by \$2.50 per hour to compensate her for doing in-house accounting responsibilities. Mr. Brewer seconded, and the motion carried.

Finally, the board discussed staff bonuses, with Mr. Bennett proposing a gift to each staff member of \$100 net. Mr. Foster seconded, and the motion carried.

**Adjournment:** The meeting was adjourned at 5:35 p.m.