

Crawfordsville District Public Library Board of Trustees minutes, January 11, 2024

Annual Board of Finance Meeting for January 2024

President Keim called the Board of Finance meeting to order at 4:02 p.m. in the library conference room. Trustees present were Ms. Smith, Mr. Bennett, Mr. Littell, Mr. Foster, and Mr. Keim. Ms. Tyner, library director, was also present. Mr. Brewer and Mrs. Helms were absent, as well as the library's assistant director, Jodie Steelman Wilson.

Mr. Keim motioned that he serve as President and Mrs. Helms serve as Secretary, with Mr. Foster serving as secretary pro tem, for the board of finance. Ms. Smith seconded the motion. Motion carried.

The board reviewed the report on investments, which is required under IC 5-13-7-7, although the library currently has none. The investment policy of the library was also presented. Board of Finance Meeting adjourned at 4:07 p.m.

Monthly Board Meeting for January

President Keim called the monthly meeting of the Board of Trustees to order at 4:07 p.m. Trustees present were Ms. Smith, Mr. Bennett, Mr. Littell, Mr. Foster, and Mr. Keim. Ms. Tyner, library director, was also present. Mr. Brewer and Mrs. Helms were absent, as well as the library's assistant director, Jodie Steelman Wilson. Mr. Foster agreed to serve as the secretary pro tem. The meeting was held in the library conference room.

Public Comments: No public comments.

Minutes: Ms. Smith made a motion to accept minutes from the December 14, 2023, meeting seconded by Mr. Bennett. Motion carried.

Claims: Ms. Tyner presented two sets of claims: claims of \$267850.15 for the period of December 16, 2023 to December 31, 2023, and \$154,174.88 for the period of January 1, 2024 to January 15, 2024. Mr. Littell motioned to accept both sets of claims, seconded by Mr. Foster. Motion carried.

Committee Reports: Theresa reported that Crawfordsville Main Street's annual meeting would be held on January 22 at the Masonic Cornerstone. She has been asked to join CMS as an official board member. Mr. Bennett has agreed to be CMS's new ex officio member appointed by the CDPL board. Mr. Keim reported that the Parks and Recreation board did not meet. Ms. Smith reported that museum has an upcoming program celebrating the Golden Girls.

Old Business: No old business.

Director's Report: The open position for a library assistant in the Reference Department has been posted and interviews will begin soon. The open position for the Collection Services Manager position will be posted soon. A new vacancy has opened in the Youth Services Department after Gabby Hochstetler's resignation.

The MCCF Digital Literacy and Access grant equipment has been purchased and configured.

The next book sale will be January 13.

Financial Reports: Ms. Tyner presented the financials with brief explanations. The December tax distributions have been received for the Operating and Lease/Rental funds.

After subtracting the amounts for the encumbered funds, less than 8% of the budget remains.

New Business: Ms. Tyner reported that it was determined that a revision of the Circulation Policy in relation to the new circulating technology was not needed at this time.

Ms. Tyner presented changes to the Service and Replacement Fees policy to include items that can be borrowed under the Library of Things category, to clarify interlibrary loan fees, and to update the non-resident fee. Mr. Bennett moved to approve the changes, revising the motion to allow the non-resident fee to be automatically updated when it is set each year at Mr. Littell's suggestion, seconded by Mr. Littell. Motion carried.

The non-resident fee update was tabled to the February meeting.

Ms. Tyner presented a document detailing the health insurance options available to CDPL for the 2024 renewal. The Anthem Healthsync option, recommended by the insurance adviser, was ultimately chosen as the best plan. Mr. Littell motioned to opt for the Healthsync plan, with Mr. Bennett seconding. Motion carried.

Resolution to make end-of-year transfers was presented. Mr. Littell motioned to complete the transfers, with Mr. Foster seconding. Motion carried.

Information about the possible installation of an EV fast charging station was presented. From several options, the location next to the current charging station was chosen by consensus.

Adjournment: Mr. Littell moved to adjourn the meeting. Mr. Foster seconded the motion. The meeting was adjourned at 4:48 p.m.