

## **Crawfordsville District Public Library Board of Trustees minutes, March 14, 2024**

### **Monthly Board Meeting for March**

Mr. Keim called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Keim, Mr. Littell, Mr. Bennett, and Mr. Foster. 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 February 8 meeting with Ms. Smith seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$353,967.86 for the period of February 9, 2024 to March 15, 2024 with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Foster. Motion carried.

**Committee Reports:** Mr. Bennett attended the February 19<sup>th</sup> meeting of the Crawfordsville Main Street organization. Current program manager Sue Lucas is expected to leave at the end of this year. A Heritage Trade workshop is being planned to interest more people in traditional trades. A resource guide for local businesses is being prepared.

Mr. Keim reported that the Park & Rec board had no quorum for its last meeting.

Ms. Smith, of the Friends of Carnegie Museum committee, said that the CMMC had received an eclipse grant, and prepared 500 goody bags, with Arni's donating boxes, for the upcoming eclipse on April 8.

**Old Business:** Ms. Tyner presented Judi Kleine's architectural drawings of the proposed administrative suite, including the original 2019 plan as well as a newly updated plan. The most recent plan incorporates additional storage for mandatory record retention of documents and the possibility of relocating the Technical Services Department into the area as well. The Sinclair gift, as well as unrestricted MCCF agency funds' annual distributions, will fund the project. Following extended discussion, Mr. Littell proposed proceeding with the new plan, not to exceed \$100,000 in costs. Mr. Bennett seconded. Motion carried.

### **Director's Report:**

Ms. Tyner announced several recent personnel changes. Ms. Joni Jeffries now serves as the Department Manager for Collection Services, and as of March 19<sup>th</sup>, she will have a new Copy Cataloger, Michelle Ogden, who was formerly working in the library's Adult Services Department. Youth Services has a new Library Assistant, Stacy Clark.

Ms. Tyner also reported that EdgelT has resolved the networking problems with the meeting room projectors, and that the preliminary work for the MCCF grant to fund the laptop lab and circulation of hotspots and Chromebooks is nearly done.

March book sale proceeds were \$1,432.00, with a year to date balance of \$3,530.00.

Ms. Tyner is working on internal controls policy and procedure for the new bookkeeping arrangement.

## **Financial Reports:**

Ms. Tyner presented the financials with brief explanations and noted that the Financial Report start of year balances in the Operating Fund, Library Improvement Reserve Fund, and Unemployment Fund have been adjusted for the corrected final transfers. The Appropriation Report budget line 3.83 is now zero, as these funds were finally transferred to LIRF. The starting balances in the Annual Financial Report are correct in Gateway. With 83% of the year left, almost 82% of the budget remains to be expended.

Two sets of Visa credit card purchases covering January 1-31 and February 1-29<sup>th</sup> were attached for board review.

## **New Business:**

Ms. Tyner presented an EdgeIT quote for 12 new desktop computers and 4 new monitors. Many of the public internet computers and genealogy computers are now so old that they are no longer efficient to maintain. Ms. Tyner proposed replacing all public computers older than 2019. Ms. Smith motioned to accept the EdgeIT quote for new replacement computers, seconded by Mrs. Helms. Motion carried.

Ms. Tyner presented an estimate from David Price Excavating for parking lot maintenance and speed bumps. Three contractors in Lafayette were also approached for bids but they were not interested in bidding. Following discussion, Mr. Keim requested the item be tabled, and he will discuss the quote with Price Excavating to be sure any available discounts are applied to the bid before accepting it. Since it looks as if there is still a city alley running from the parking lot entrance on Wabash St to the entrance on Walnut St, installation of a speedbump before the bookdrop may necessitate asking the City to vacate that alley. The board asked Ms. Tyner to investigate and begin this process.

Ms. Tyner provided a copy of a materials reconsideration request submitted for two books in the Young Adult Collection. The patron filing the request did not provide his full name or other identifying information on the form, but both books were read in their entirety by Ms. Tyner, Director of Library Services; Ms. Record, Youth Services Department Manager; and Ms. Steelman Wilson, Assistant Director; to provide professional opinions of the inclusion of these books in the Young Adult Collection. The staff committee found that the books were well reviewed, did not contain the disputed depictions claimed, and should be retained in the collection. A full report of this information is included in the board packet.

Ms. Tyner requested board opinion on accepting credit card payments via the website, and setting up a PayPal account for the library which is required by Walmart's grant processing company. Following some discussion, Mr. Bennett motioned to approve the measures, seconded by Mr. Foster. Motion carried.

Board appointment terms are ending for Mr. Keim and Mr. Littell, and replacement trustees will be sought. Mrs. Helms' appointment is also ending, but she expressed willingness to serve again.

**Adjournment:** Motion to adjourn was made by Mr. Littell, and the meeting adjourned at 5:21 p.m.