

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

Monthly Board Meeting for April

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. Littell, Mr. Bennett, and Mr. Foster. Mr. Brewer 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: Mrs. Helms made a motion to accept the minutes from the March 14, 2024 meeting with Mr. Littell seconding. Motion carried.

Claims: Ms. Tyner presented claims of \$303,382.01 for the period of March 15, 2024 to April 12, 2024 with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Bennett. Motion carried.

Committee Reports: Mr. Bennett attended the March 18, 2024 meeting of the Crawfordsville Main Street organization. Crawfordsville Main Street has a new Administrative Assistant, Chad Hassler. The Crawford fountain will have an Ethernet cord added after the Plaza receives an electrical upgrade so that certain functions can be controlled remotely. CMS would like to increase memberships to \$11,000 this year.

Mr. Keim did not submit a report for the Park & Rec board.

Ms. Smith, of the Friends of Carnegie Museum committee, said that she was unavailable for the April 8th Eclipse event, but saw photos of the activities and YS Manager Karen Record in the newspaper.

The Finance Committee has not met since the last board meeting.

Old Business: Ms. Tyner reminded the board that nominations of possible board members are needed, with both Mr. Keim and Mr. Littell leaving the board on the 30th of June. Currently, Union Township resident Sydnee Dickerson has been mentioned as a prospect, but additional nominations are requested.

Ms. Tyner is waiting to hear back from the city regarding vacating building-adjacent alleys. She received a revised estimate from David Price Excavation for cleaning, crack-filling, double sealing, coating and striping the library's parking lot for \$24,242 including adding three speedbumps, or \$21,992 without. Following some discussion, Mr. Littell motioned to proceed on everything but placement of speedbumps, with this to be done after the city has completed their research on the alleys, as long as the quoted cost will be honored. Mr. Foster seconded the motion, and the motion carried.

Director's Report:

Ms. Tyner announced that for the first time in her memory, all three circulation statistic comparisons with last month, this month last year, and this month five years ago are all in positive territory.

Library user account statistics may be affected by the purge of library patron accounts when cards older than 3 years are removed.

Ms. Tyner pointed out that the library gate software was turned off due to a technical problem, causing incomplete numbers for both March and April statistics reporting.

Ms. Tyner attended a meeting to discuss the new Chamber Health Clinic, which will be a better deal for both cost and access.

Emma Land will be joining the Adult Services department on April 16.

COBRA administration has been completely set up at isolated.

Ms. Tyner's VISA card is missing, has been cancelled, and a new one will arrive soon.

Financial Reports:

Ms. Tyner presented the financials with brief explanations and noted that the Operating Fund balance is low enough that a temporary transfer from the LIRF will be likely in May to provide funds until the library receives the June property tax payment.

With 75% of the year remaining, the library has 70.8% of the budget left to expend. The difference is due to the first quarter due dates for many large bills, such as periodicals and insurance premiums and the extra biweekly payroll that occurred with the switch from a monthly to biweekly payroll schedule.

New Business:

Ms. Tyner presented a revision to job descriptions for Adult Services and Circulation Department Library Assistants 1 & 2, which adds answering reference questions to the list of duties and responsibilities. Mr. Littell motioned to approve the change, seconded by Mr. Bennett. Motion carried.

Ms. Tyner is three quarters of the way through finishing the updated Internal Controls policy. She will share it with Attorney Dan Taylor for review and send it to board members approximately two weeks before the next board meeting for their review. Mr. Littell suggested that the SBOA also review.

The website is progressing, and the framework is now in place, with editing and website testing left to do. Online payment will not be resolved at this time, and will be researched later.

Adjournment: Motion to adjourn was made by Mrs. Helms, and the meeting adjourned at 4:55 p.m.