

## **Crawfordsville District Public Library Board of Trustees minutes, May 9, 2024**

### **Monthly Board Meeting for May**

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, Mr. Brewer, and Mr. Foster. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Library staff members Ms. Karen Record and Ms. Toni Ridgway-Woodall and Carnegie Museum staff member Ms. Kelly Wantuch were also in attendance.

**Public Comments:** Ms. Ridgway-Woodall thanked the board members for volunteering their time month after month for benefit of the library.

**Summer Reading and Summer at the Museum:** Ms. Record presented the Youth Services program plans and prizes to the board members. This year, the theme is “The S’more you read, the S’more you know.” Baby, Toddler and Preschool storytimes will be held weekly, and Elementary crafts or experiments will be held on Friday at the Library Pavilion. Board member comments included that the program sounded like fun, and Ms. Record was thanked for her work.

Ms. Wantuch presented the Summer Program at the Museum plans to the board members, mentioning that the reward prizes grow in value over the course of the program, and supplies will be needed for the makerspace. Repurposed supplies will be collected all summer in order to provide materials for projects.

Ms. Ridgway-Woodall spoke in the absence of Ms. de Assis-Wilson and Ms. Taylor to summarize the Adult Services plans for the Summer Reading program. For adults, 60 minutes of reading per week is the goal, with those who meet the goal given the prize of selecting a book to keep from the donated collection of prize books. A kick-off party will be held from 4-6 p.m. on the first day of the Summer Reading program with carnival-style games.

**Minutes:** Mr. Bennett made a motion to accept the minutes from the April 11, 2024 meeting with Mr. Littell seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$345,714.12 for the period of April 12, 2024 to May 12, 2024 with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Brewer. Motion carried.

**Committee Reports:** Mr. Bennett attended the April 22, 2024 meeting of the Crawfordsville Main Street organization. Eclipse Viewing at Pike Place, Indiana Landmarks Historic Preservation 101 Event and Downtown Spring Clean were all successes. The Marie Canine Fountain should be finished before the Wabash College Commencement on May 11.

Mr. Keim reported from the Park & Rec board that Lincoln Park and the brickyard trail will be done by the end of July. The Farmers Market started on May 4. The Municipal golf course has increased income by \$50,000 over last year at this time. Park and Rec board has forwarded a recommendation to the city council to allow lower-speed e-bikes on the Sugar Creek Trail.

Ms. Smith, of the Friends of Carnegie Museum committee, said the next meeting will take place on May 13.

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

**Old Business:** There was no new information about new trustees. Nominations for new trustees are still being accepted. Sydnee Dickerson should be attending the next board meeting as a prospective member.

Ms. Tyner reported that Tyler Nichols of Taylor, Minnette, Schneider & Clutter has reviewed the Internal Controls Policy, but that the State Board of Accounts will not review policies unless the review is part of an audit. Mr. Littell motioned to approve the policy, seconded by Mr. Bennett. Motion carried.

The Building Assessment visits have happened, and the firm will send reports once completed. Ms. Tyner will contact Jeff Peters regarding a potential new bond issue and arrange for him to attend a board meeting to answer all trustees' questions.

Ms. Tyner presented a Guaranteed Energy Savings Contract report from Performance Services, showing the savings since implementation of the new HVAC system. The report shows a total savings of \$873,870 thus far.

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

Ms. Tyner has completed the Technology Plan for 2024-2026 and it has been reviewed by the departmental managers.

Ms. Tyner has participated in a number of meetings this month including meeting with Lucidea regarding upgrades, the 1909 digital website designers, and a number of community groups.

Facilities Technician Justin Hays has resigned effective May 17. Stephanie Kohlmeier, Youth Services Library Assistant, has also resigned, effective July 10. Ms. Tyner will be posting the vacancies soon.

The April 13 book sale receipts were \$1,577.25.

#### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. The Operating Fund balance is too low, and the library will need to temporarily transfer money from the LIRF to the Operating Fund until the library receives the June property tax payment.

With 66.7% of the year remaining, the library has 65% of the budget left to expend.

#### **New Business:**

Ms. Tyner explained a change from the Department of Labor that will adjust the earnings threshold for overtime for salaried managers. Currently all managers are exempt from overtime, but effective July 1, 2024, assistant managers would have to be paid overtime for hours worked over 40. As of January 1, 2025, all managers except Administrators would have to be paid overtime for hours worked over 40. Ms. Tyner suggested that the Overtime Policy may need to be reviewed next month.

Ms. Tyner presented a resolution for the temporary transfer of \$200,000 from the LIRF to Operating Fund. Mr. Littell motioned to approve the resolution, Mr. Foster seconded. Motion carried.

Ms. Tyner presented the Technology Plan for 2024-2026 to the board, with one date change, and a PastPerfect strategy added to business technology section. Mr. Bennett motioned to accept the plan, seconded by Mr. Foster. Motion carried.

**Adjournment:** Motion to adjourn was made by Mr. Littell, seconded by Mr. Bennett, and the meeting adjourned at 5:10 p.m.