

## **Crawfordsville District Public Library Board of Trustees minutes, June 13, 2024**

### **Monthly Board Meeting for June**

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. Brewer, and Mr. Foster. Mr. Bennett was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. John Smillie, Member of the League of Women Voters climate team, was also present.

**Public Comments:** Mr. Smillie spoke about recent updates he has made at the Carnegie Museum to reduce energy consumption. He has replaced the halogen lightbulbs with LED bulbs that he donated. He also spoke about the possibility of the library adding solar panels to the building, with discussion following about incentives. Mr. Keim suggested forming a committee to study the possibilities. Ms. Tyner has spoken to Architect Ms. Judi Kleine, and she has already said that solar panels could be installed on the library's roof. Mr. Smillie said federal government funding would reimburse the library for 40-50% of the solar costs. Following this discussion, Mr. Smillie left the meeting.

**Minutes:** Ms. Smith made a motion to accept the minutes from the May 9, 2024 meeting with Mrs. Helms seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$805,336.31 for the period of May 11, 2024 to June 14, 2024 with brief explanations. Mr. Foster motioned to approve, seconded by Mr. Keim. Motion carried.

**Committee Reports:** Mr. Bennett was absent, so Ms. Tyner reviewed the recent Main Street activity, including the upcoming Heritage Trades Workshop at the Masonic Temple, to be held on June 29. The rebuilt fountain is now open. Mr. Bennett's report will be added to the library board packet.

Mr. Keim reported from the Park & Rec board that the Golf course had 177 players two days prior to the board meeting. Eagle Scout candidate Noah Myers requested permission to place a Little Free Library at the park facility as his Eagle Project. He received approval, with it being suggested that the CDPL may be able to replenish books in the future.

Ms. Smith, of the Friends of Carnegie Museum committee, said the museum staff is getting ready for summer. Carnegie Educator, Ms. Kelly Wantuch, has lots of plans and is excited about them. They will be accepting donations of supplies all summer. The items can be placed in plastic bags and left at the museum.

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

### **Old Business:**

Dr. Crystal Benedicks will return to the board. She has already been appointed by the County Council and will be joining the board next month.

Ms. Sydnee Dickerson has not yet responded to requests for the information needed for Ms. Tyner to submit an appointment letter.

Mr. Keim said that a Park Board appointment from among the library board members would be needed. This board meets each month on the Wednesday prior to the library board meeting.

Following Ms. Tyner's review of the current overtime policy, it was determined that no update was needed, despite changes to the salary threshold made by the Department of Labor.

Ms. Tyner presented the building systems assessments for the Carnegie Museum Building and the Library Building. In general, both buildings are doing well, but there was no major specific need identified aside from replacing the original lighting fixtures with new LED fixtures. A number of needed smaller repairs were noted for the future, including concrete issues.

Mr. Littell noted that in the absence of large needed repairs, utilizing other funds not derived from bond proceeds may be cheaper.

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

Ms. Tyner noted the statistics held no surprises, and were fairly flat. The only major change was the increase compared to this month last year at 15%.

Ms. Tyner reported that Justin Hays, facilities technician, has resigned. The position has been advertised. Stephanie Kohlmeier has submitted her resignation. Interviews are underway for her position.

Our liability insurer has provided us with training webinars for the managerial staff to view. There is also a non-manager training available. It is not yet known if the trainings would reduce library premiums for liability insurance.

CDPL website is nearly ready for launch, with a preview planned for later in the meeting.

Software issues are slowing the launch of the in-house laptops. Two hotspots are now circulating, and five Chromebooks are available as well.

Ms. Tyner and Ms. Steelman Wilson attended the annual Public Library Budget Workshop, during which both DLGF and SBOA presented updates.

### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. The HVAC and Lease/Rental payments will be made soon. A \$116,000 supplemental LIT check was unexpected but received into the Operating Fund. The library board packet includes two months of credit card reconciliation details.

With 58.3% of the year remaining, the library has 58.6% of the budget left to expend.

### **New Business:**

Ms. Tyner presented the official 2025 budget calendar with an overview of the timeline and explanations.

Ms. Tyner presented a request for an additional staff member for the Youth Services department, which would allow more flexibility in staffing and possibilities for outreach. The

estimated cost would be \$5,417 in 2024. Mr. Foster motioned to approve the extra person, for 8-15 hours per week, seconded by Mr. Brewer. Motion carried.

Ms. Tyner presented a document detailing the plans to honor the outgoing board members. With 12 years of service, Mr. Littell will be honored by 3 bilingual Spanish/English children's books. With 16 years of service, Mr. Keim will be honored by upcoming Trail Tales titles. Ms. Tyner thanked both of the trustees for their years of service.

Ms. Tyner led the board into Room C to present the new CDPL website to them. She provided an overview of the major pages of the site, which is currently expected to go live on June 21<sup>st</sup>. Mr. Littell left the meeting at that time, with the other board members and Ms. Tyner thanking him for his years of service, and all wishing him good luck. Ms. Tyner will inform the board once the website has gone live.

**Adjournment:** Motion to adjourn was made by Mr. Keim, seconded by Mr. Brewer, and the meeting adjourned at 5:16 p.m.