

## **Crawfordsville District Public Library Board of Trustees minutes, July 11, 2024**

### **Monthly Board Meeting for July**

Ms. Smith called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Bennett, and Mr. Foster. Mr. Brewer was absent. Dr. Crystal Benedicks has been newly reappointed to the board of trustees and was present. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present, along with Mr. Jeff Peters of Peters Franklin Ltd., Municipal Finance Advisors and Consultants.

**Public Comments:** There were no public comments.

**Jeff Peters:** Mr. Peters provided some basic information on the current financial state of the CDPL organization relative to potential debt. The current bond used to finance the construction of the library building in 2005 will pay off in July, 2025. If major updates to the building are now needed, the nature and extent of the updates would need to be detailed and quotes obtained to determine the construction and related costs. The useful life of the project would need to be set, and timeline of the work would need determined. Once these facts are gathered, a potential bond offering could be negotiated, with 4-6 months lead time required. Bond issues of less than 6.35 million would not be subject to petition remonstrance. General obligation bonds must close by December 31<sup>st</sup> to be on the next year's property tax rolls.

In a separate matter, the Local Income Tax (LIT) proceeds that the library receives is significantly declining as the bond approaches being fully paid off. Mr. Peters estimates that CDPL will experience a decrease of \$160,000 in annual LIT revenues after the bond is paid off. He recommended reaching out to the library's legislators to discuss the possibility of restoring CDPL's previous LIT funding levels by legislation.

Mr. Peters assured the board that he would be happy to address any questions that arise at any time, and he left the meeting following his comments.

**Minutes:** Dr. Benedicks made a motion to accept the minutes from the June 13, 2024 meeting with Mrs. Helms seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$481,834.39 for the period of June 15, 2024 to July 11, 2024 with brief explanations. Dr. Benedicks motioned to approve, seconded by Mr. Bennett. Motion carried.

**Committee Reports:** The Crawfordsville Main Street board cancelled their June meeting, so there was no report.

A representative from the Parks and Rec board reached out to Theresa to learn who was the new appointee from the CDPL Board of Trustees to replace Mr. Keim, who left the board last month. The replacement had not yet been determined prior to the most recent Parks and Rec meeting.

Ms. Smith, appointee to the Friends of the Carnegie Museum of Montgomery County board, said museum visitation is down compared to last year, when the Amazing Castle exhibit was in place. A new program will showcase art on the theme, "Home." The next meeting of the Friends organization will be in August.

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

### **Old Business:**

The new library website is expected to be live by July 16, 2024.

Dr. Benedicks has returned to the board. Mrs. Helms has been reappointed.

When Ms. Tyner indicated that she had not been able to connect with Ms. Sydnee Dickerson for information regarding a potential board appointment. Mrs. Helms reached out to Ms. Dickerson during the board meeting, and Ms. Dickerson responded that she is unable to join the board at this time.

Dr. Benedicks had questions regarding the needed updates for the library building and the cost of borrowing money for this purpose. Potential updates needed include new carpeting for all meeting rooms, possible accessibility improvements, and adding private study rooms for public use. Former board treasurer Mr. Littell had also pointed out raising money in other ways aside from bond issues would be less expensive. The board also discussed who the needed contacts might be in order to restore pre-bond LIT levels. Ms. Tyner will provide debt-related information to the board members for their consideration.

A new candidate for a board appointment is now needed. The board members discussed possibilities and contacts will be made to determine if candidates might be willing to serve.

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

Ms. Tyner noted the circulation statistics jumped significantly compared to last month, and this month last year. Gate count is also up significantly over last month. Most likely, this is from summer reading participation

Ms. Tyner attended a United Way meeting on the Dolly Parton Imagination Library. The State of Indiana is paying 50% of the cost, and the United Way is working with them to provide this resource to Montgomery County. CDPL will let patrons know about the service and registration forms are available.

Ms. Tyner is providing introductory technology classes on Tuesday evenings. Some area business employees have attended and are looking for intermediate level classes, so Ms. Tyner would like to develop some to address this need.

Ms. Nunan in the YS department had two sets of Trail Tales frames made, one of which has been installed along the trail near the dog park. Ms. Nunan approached Ms. Tyner to see if it would be possible to add the second set along the trail/sidewalk on Walnut Street or in the mulched area next to the building. The board welcomed the idea of approaching the Parks and Rec Department about installing the frames along Walnut Street.

Ms. Tyner mentioned that we have received no facilities technician applications. Following some discussion, it was suggested to use Facebook to post on relevant local pages.

Ms. Emma Land and Ms. Madi Carnes have resigned their positions in Adult Services and Youth Services, respectively.

Hotspots and Chromebooks are circulating well. A software issue with the in-house laptops has resulted in a delay of their launch.

### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. We did receive the property tax disbursement in June and have returned the temporary transfer to the LIRF account. The appropriation report shows 50% of the year left, and 50.9% of the budget left to be expended.

### **New Business:**

The CDPL Board of Trustees made officer nominations for the July 1, 2024 to June 30, 2025 term. Nominees were Mr. Bennett for Board President, Ms. Smith for Vice-President, Mrs. Helms for Secretary/Assistant Treasurer, and Mr. Foster for Treasurer. Community board appointments were Mr. Bennett as an ex-officio appointment to the Crawfordsville Main Street board, Ms. Smith as an appointment to the Department of Parks and Recreation board, and Ms. Smith as an ex-officio appointment to the Friends of the Carnegie Museum of Montgomery County board. Members of the Board's Finance Committee will be determined before it needs to meet for the annual internal controls review. Dr. Benedicks motioned to approve the slate and appointments as discussed, with Mrs. Helms seconding. Motion carried.

Ms. Tyner presented a Resolution to Designate Signers for Approved Depository Accounts. The board designated that President Mr. Owen Bennett, Vice-President Ms. Marilyn Smith, Secretary/Assistant Treasurer Mrs. Machel Helms, and Treasurer Mr. Isaiah Foster each be named as having signer access to CDPL's accounts at Hoosier Heartland State Bank, PNC Bank, and Tri-County Bank and Trust. Director of Library Services Ms. Theresa Tyner and Circulation Manager/Bookkeeper Ms. Lisa Guckes are also listed in the resolution to have access to the online account for reporting and reconciliation purposes. Mr. Foster indicated that some banks may not allow two staff logins, in which case Ms. Guckes would be the preferred person to have online account access. Dr. Benedicks motioned to approve the slate as proposed, with Mr. Bennett seconding. Motion carried in unanimous vote.

Ms. Tyner presented a Resolution to join the Indiana State Library Consortium for Public Library Internet Access, which provides consulting services for e-rate filing and management for Internet services. Dr. Benedicks motioned to accept the resolution, seconded by Mr. Foster. Motion carried.

Ms. Tyner presented the Ethics and Conflict of Interest policies to each Board Member for their signature. Each year, these policies are reviewed and signed for the library's records.

**Adjournment:** Motion to adjourn was made by Dr. Benedicks, seconded by Mr. Foster, and the meeting adjourned at 5:50 p.m.