

Crawfordsville District Public Library Board of Trustees minutes, August 8, 2024

Monthly Board Meeting for August

Mr. Bennett called the monthly meeting of the Board of Trustees to order at 4:01 p.m. Trustees present were Ms. Smith, Dr. Benedicks, Mrs. Helms, Mr. Bennett, and Mr. Brewer. Mr. Foster was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

Public Comments: There were no public comments.

Minutes: Dr. Benedicks made a motion to accept the minutes from the July 11, 2024 meeting with Mr. Brewer seconding. Motion carried.

Claims: Ms. Tyner presented claims of \$279,630.18 for the period of July 12, 2024 to August 8, 2024 with brief explanations. Dr. Benedicks motioned to approve, seconded by Mrs. Helms. Motion carried.

Committee Reports: The Parks and Rec board meets the second Wednesday of each month, so the meeting for the month has not yet occurred.

Ms. Smith, of the Friends of Carnegie Museum committee, said the next meeting of the group will be Monday, August 12th.

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

Mr. Bennett reported on the July 15, 2024 Meeting of the Crawfordsville Main Street. High school students will attend the fall Heritage Trades Workshop. Shop Small's "Crushing Childhood Cancer" event was held July 20. The complete report will be added to the library minute book.

Old Business:

Holiday policy proposal: Ms. Tyner reported to the board that the current method of calculating paid holiday time for eligible part-timers based on actual hours worked hours for the previous 6 months has been very time consuming. She proposed a new method of determining part-time paid hours to be based on the employee's official schedule. Following some discussion, Dr. Benedicks motioned to approve the revision, seconded by Ms. Smith. Motion carried.

Director's Report:

Ms. Tyner provided Interlibrary loan numbers for the last month which were not available at the time the board packet was prepared. The library borrowed 75 items for July, with 119 items loaned. Facility use by community groups at the CMMC was also unavailable previously. No community groups used the museum in July.

Ms. Tyner said that she had received visits from representatives from the Indiana Library Federation and Indiana State Library in July.

A facilities technician has been hired. Steve Franklin began at CDPL today, August 8, 2024. Also, a new YS library assistant, Susan Ward, started employment recently. Madi Carnes and Emma Land both found full-time jobs elsewhere, so their positions are being advertised.

The old web address for the library website is now redirecting to the new website, which is now live and being updated.

Ms. Tyner has rescheduled the budget workshop with the DLGF representative, from August 9 to August 22, after the updated LIT numbers will be issued.

To clarify, the last payroll date this month is August 30th.

Ms. Tyner reported that EdgelT has said the in-house circulating laptops should be ready for use by the end of the week.

The departmental report for Youth Services includes statistics for the Summer Reading program.

Financial Reports:

Ms. Tyner presented the financials with brief explanations. Ms. Tyner pointed out that the Lease/Rental fund will receive the property tax receipts needed for the December 2024 payment very close to when the payment is due. It is likely that a temporary transfer from the LIRF will be necessary to ensure that the payment is received by the bank prior to the due date. The payment due in July, 2025 will be similarly affected. The appropriation report shows 41.67% of the year left, and 43.9% of the Operating Fund budget left to be expended.

Dr. Benedicks asked about the LIT shortfall situation discussed by Mr. Jeff Peters in the previous board meeting. Ms. Tyner has drafted messages for the library district's state legislators Sen. Buchanan and Rep. Beau Baird. She has requested a meeting with them to discuss a potential intervention to save the LIT income. She will follow up.

Regarding a potential bond issue, we will move forward by collecting a list of possible projects. It is too late to begin a bond issue process in 2024. Quotes for the upgrades will be sought next year. Some discussion followed regarding bond alternatives, including memorial gifts.

New Business:

Ms. Tyner presented the 2025 budget proposal with brief explanations, pointing out that Lease/Rental payments will decrease to \$113,500 in 2025, and end completely in 2026. The decrease in the debt payments affect the level of LIT we receive, which will decrease over the next couple years by an estimate of \$160,000, unless legislative efforts to preserve the LIT income succeed. She noted that the Health Insurance line includes a projected 15% increase. The Salary of Assistants line includes a 3% increase for merit raises. She also mentioned that further revision of the budget will occur after the meeting with the DLGF representative in mid-August.

Ms. Tyner presented an update to the library's Volunteer Policy to incorporate some changes to mandatory retention periods, criminal history check specifications, and adding required abuse detection training for volunteers. Dr. Benedicks motioned to approve, seconded by Mr. Brewer. Motion carried.

Ms. Smith asked if board members would like to receive Gallery announcements prior to upcoming events, and all agreed to be contacted.

Mr. Brewer relayed several library-related questions from his recent conversations, asking why library card renewals are annual, and not for a longer term. Ms. Tyner said that it was practice so that address information was kept current. He also suggested the library should offer voter's registration information.

Adjournment: Motion to adjourn was made by Dr. Benedicks, seconded by Mr. Brewer, and the meeting adjourned at 5:12 p.m.