

## **Crawfordsville District Public Library Board of Trustees minutes, February 13, 2025**

### **Monthly Board Meeting for February**

Prior to calling the meeting to order, the board heard from Toni Ridgway-Woodall, an Adult Services staff member, speaking as a representative of the Regional Advisory Council for the Tippecanoe Arts Federation. She presented information about several potential grants for library projects from the Arts Project Support and Every County Funded grants through the Indiana Arts Commission. Other funding opportunities are offered by sources outside the Indiana Arts Commission. Ms. Ridgway-Woodall encouraged the library to consider applying for the available arts grants.

President Bennett called the monthly meeting of the Board of Trustees to order at 4:32 p.m. Trustees present were Mr. Bennett, Mr. Parke, Dr. Benedicks, and Mrs. Helms. Ms. Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present. Ms. Smith, Mr. Brewer, and Mr. Foster were absent.

**Public Comments:** No public comments.

**Minutes:** Dr. Benedicks made a motion to accept the minutes from the January 9, 2025 meeting with Mrs. Helms seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$512,293.08 for the period of January 10, 2025 to February 14, 2025 with brief explanations. Dr. Benedicks motioned to approve, seconded by Mrs. Helms. Motion carried.

**Committee Reports:** Mr. Bennett attended the Main Street Board annual meeting, which was held on January 27, 2025. Ms. Sue Lucas has stepped down as the director, with Ms. Jami Harrington welcomed as the new director. The Mayor has declared June 6 as Sue Lucas Day in honor of the work done on behalf of the city. Todd Zeiger of Indiana Landmarks spoke on historic preservation and trades training.

Ms. Smith, library board representative for the Park and Rec Board, was absent from the meeting, so there was no report.

Ms. Tyner said the Friends of the CMMC annual meeting will be held on February 22, following the "Then and Now" exhibit opening.

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

**Old Business: Strategic Plan –** Ms. Tyner, Ms. Steelman Wilson, Mr. Bennett, Ms. Smith and Mr. Parke recently met with Tamara Hemmerlein of the Indiana Historical Society for a two-hour training session on Strategic Planning. Following board discussion of the subject, Dr. Benedicks suggested Ms. Tyner contact the Wabash College Democracy and Public Discourse department regarding facilitating sessions. Chris Anderson is the contact. After some board discussion, Ms. Tyner will pursue utilizing focus groups, a survey for non-users, and a solution for data synthesis of the findings. Focus groups may be conducted separately for the Carnegie Museum and the library. Ms. Tyner requested the board vote to extend the current long range plan through 2025 to allow time for a new plan to be drafted. Dr. Benedicks motioned to extend the current plan, seconded by Mrs. Helms. Motion carried.

## **Director's Report:**

Ms. Tyner said that the Lucidea upgrade is complete and we are ready for a training on February 18.

A staff development workshop was held on January 31<sup>st</sup>. Only two employees were absent from the all-day training. Staff were able to participate in some strategic planning-related activities, as well as training on several subjects.

Ms. Cynthia Martin in Circulation has resigned, with current employee Mary Sloan taking the extra hours.

Ms. Tyner explained that the microphone project for the meeting rooms did not work as expected and will need further investigation for a solution.

In addition to working on the Annual Financial Report, the annual report for the State Library, and an audit of the Public Employers Retirement Fund, Ms. Tyner also completed an annual Debt Management Report.

Dr. Benedicks asked what the status of the AT&T accounts currently was, following a month of unusually high bills. Ms. Tyner responded that a new contract had been signed, which will again lower future monthly bills to normal levels.

## **Financial Reports:**

Ms. Tyner presented the financials with brief explanations, explaining that with 91.67% of the year left, there is 88% of the budget left to expend. Ms. Tyner explained that some expenses, such as insurance, employee health savings deposits, and other payments are made one time only and at the beginning of each year.

CDPL has received a deposit from the State of Indiana for the Broadband expenses for costs not covered by E-rate.

## **New Business:**

**Short-term and Long-term Disability Insurance policy** -- Ms. Tyner presented a policy addition for the employee handbook, following board approval for the offering in January. Dr. Benedicks motioned to add the policy to the Employee Handbook, with Mrs. Helms seconding. Motion carried.

**Emergency Action Plan** – Ms. Tyner presented the Emergency Action Plan prepared by Ms. Steelman Wilson for board approval. Members of the board expressed appreciation for the work done on the new policy. Dr. Benedicks motioned to approve the policy, seconded by Mr. Parke. Motion carried.

Dr. Benedicks asked if the library has NARCAN® on hand. Ms. Steelman Wilson responded that in her discussions with the Crawfordsville Fire Department, the recommendation was to call 911 immediately instead, because emergency responders are just 3 blocks away and people who administer the drug can be physically hurt if the recipient has a physical reaction to it.

Dr. Benedicks asked if employees are trained on what to do if visitors record employees at work. Ms. Tyner responded that employees complete training on First Amendment audits, so are made aware of these situations and how to approach them.

Ms. Tyner presented the Internet and Computer Use Policy for annual approval. There were no recommendations for changes at this time. Dr. Benedicks motioned to approve the policy with Mrs. Helms seconding. Motion carried.

Ms. Tyner presented a revised Circulation Policy document. Following a patron complaint that it isn't possible to view an entire TV series on DVD in a 7-day loan, Ms. Tyner incorporated changes, making the Blu-ray, DVD and Series material types renewable. These changes are also compatible with the Evergreen consortium lending terms. Dr. Benedicks motioned to approve the revision, seconded by Mrs. Helms. Motion carried.

**Adjournment:** Motion to adjourn was made by Mr. Bennett, seconded by Mr. Parke. The meeting adjourned at 5:23 p.m.