

Crawfordsville District Public Library Board of Trustees minutes, June 12, 2025

Monthly Board Meeting for June

President Bennett called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Mr. Bennett, Ms. Smith, Mr. Parke, Mr. Brewer, Mr. Foster, and Mrs. Helms. Dr. Benedicks was absent. Ms. Theresa Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present. Two staff members from Globe Life were present as members of the public.

Public comments – Ms. Ellie Fox presented Globe Life information regarding employee benefits available at no charge to the library. Employees may benefit from a free discount card for medical expenses, and free AD&D coverage of \$3,000 for employees and their spouse. Term/whole life coverage is available. The agency meets with employees to determine needs, and encouraged board questions. They provided the board with informational flyers, and then left the meeting.

Minutes: Mr. Brewer made a motion to accept the minutes from the May 8, 2025 meeting with Ms. Smith seconding. Motion carried.

Claims: Ms. Tyner presented claims of \$555,032.47 for the period of May 10, 2025 to June 6, 2025 with brief explanations. Mr. Parks motioned to approve, seconded by Mr. Foster. Motion carried.

Mr. Bennett asked if the documentation for the administrative suite contract had been provided to the contractor. Ms. Tyner said yes, that the attorney had sent it to her yesterday, and the contract was signed this morning.

Committee Reports: Mr. Bennett attended the May 19, 2025 meeting of the Crawfordsville Main Street. Food vendors are all set for the summer, the postcards of events have been created, and the Heritage Trades workshop will be addressing plasterwork. The full report will be appended to the library minute book.

Ms. Smith, library board representative for the Park and Rec Board, reported that there are problems with the swimming pool, which is closed until the 20th, and that a public meeting on July 17 will address transportation-related matters such as a new name and logo for the replacement service for the Sunshine Van.

Ms. Smith also reported as a member of the Friends of the CMMC board. Many children have been visiting as part of school classes, summer programming is now planned, and staff are pleased with the attendance so far.

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

Old Business: Safety issues – Ms. Tyner and Ms. Steelman Wilson are taking actions to increase security for staff, and have received a quote for adding panic buttons at the public service desks. They will discuss the possibility of adding a key fob entry for the Technical Services area with Haley's Lock and Key. A new map of the first floor drafted by library architect, Ms. Kleine, is included in the board packet. The draft shows the Youth Services Department surrounded by a glass wall, creating a separate space for teens, and also new study rooms on the south side of the wall near the Circulation desk. Ms. Tyner will request cost

estimates for constructing a wall alone, and another to include the study rooms. Mr. Brewer suggested the service desk may be able to sit astride the teen and other YS space. Some discussion followed. B&R Fire has been consulted on a number of issues, including the panic buttons, enhancing the security camera coverage, and adding building numbers to the exterior.

Fundraising – Mr. Brewer and Dr. Benedicks spoke to the Montgomery County Community Foundation and found that a gala event may not be profitable. He was glad to see that plaque recognition of donations are specified to be paid by the donor in the Naming Policy draft, presented in this board packet. Ms. Smith suggested adding to the policy that the installation cost is at the donor's expense as well. Ms. Tyner said other organizations have sold "tickets" to an "UnGala" to raise money without hosting an event. An extended discussion of fundraising ideas included using donation-tiered lists with additional benefits for larger donors. Mr. Bennett proposed annual sponsors and event-naming rights for donors. Mrs. Helms suggested corporate memberships for free meeting room usage, and Ms. Tyner said that McDonald's also has fundraising nights. Ticket sales for an escape room may be a good fundraiser. Mr. Foster mentioned radio spots for sponsors at an escape room event. Mr. Brewer said the wall for the Youth Services Department would be an easy item to attract corporate sponsor support. Discussion will continue in the future.

Ms. Steelman Wilson presented copies of the Wowbrary newsletter fundraising flyer with a QR code and url link for any Amazon purchases that would provide CDPL with a small commission on eligible products. Funds raised will defray the cost of the Wowbrary newsletter, and any additional funds raised would be provided to CDPL by check.

Director's Report:

Ms. Tyner reported that overall circulation numbers are still up compared to 2019.

Ms. Tyner and Ms. Janna Bennett, Curator of the CMMC, have been attending meetings to try to secure a local historical designation for the Carnegie Building. The next meeting is at the city council on June 16.

This month, the final bond payment was paid on the library building. Ms. Tyner would like to have a "bond-fire" celebration to coincide with the last day of the summer reading program on July 8. Themes for this year's reading programs were "Dragons" for the YS department, and "Color Our World" for the adults, so Ms. Tyner is considering ways to blend all these things together in a public celebration. Several board members expressed their support for the idea.

Financial Reports:

Ms. Tyner presented the financial reports with brief explanations. Since the May reports were generated, board-approved temporary transfers have been made to the Lease/Rental and Operating Funds, until the property tax receipts are received by the library.

With 58.3% of the year remaining, 60.8% of the budget remains to be expended.

Credit card reconciliations for April and May are attached to the board packet, as well as an out-of-cycle payment needed to bring the credit card balance low enough to allow it to be used for library charges again immediately. The Summer Reading expenses each April/May bring the credit card very close to the account limit, resulting in the cards not being able to be used further until a payment is made.

New Business: Budget Calendar for 2026 Budget --

Ms. Tyner presented the 2026 Budget Calendar, with some explanations. The Department of Local Government Finance conference for budget review will be held on August 11 this year.

Ms. Tyner presented a Resolution to Transfer Funds Within the Library Operating Fund Major Category to balance the appropriations for the Salary of Librarian (100/1.11), Telecom (100/3.21) and Insurance (100/3.42) lines, eliminating the negative balances in each. Mr. Brewer motioned to approve, seconded by Mr. Parke. Motion carried.

Mr. Bennett informed the board that his last CDPL board meeting would be on July 10, as he will be moving from the area. Ms. Tyner requested that the board propose some potential trustee candidates with board experience and strong community relationships, and said that she would contact some previous board members. No action will be taken on the nominations until the July meeting.

Mr. Foster will be moving from the city of Crawfordsville, so Ms. Tyner will look at the rules governing appointments, and see if his appointing body should be changed at the same time we seek a replacement appointment for Mr. Bennett.

Ms. Tyner presented the Naming Policy with extensive discussion. Issues raised included whether a formula was needed for square footage to calculate the cost of naming rights, whether the cost of qualifying donations will need adjusted annually for inflation, or if the duration of the naming rights would be related to the size of the donation. Mrs. Helms motioned to table the policy, with Mr. Brewer seconding. Motion carried.

The previous Volunteer Policy was updated and presented by Ms. Tyner. The library insurance company specifies that volunteer background checks should be repeated, along with motor vehicle verifications, every 3 years. Retention has been updated to 10 years only. Following some discussion, Mr. Foster motioned to approve the updated policy, seconded by Mr. Brewer. Motion carried.

Ms. Tyner presented a new Service and Replacement Fees Policy, updating the fees for meeting rooms, removing additional meeting room fees, and adjusting the processing fees for lost interlibrary loans to \$5. Mr. Brewer motioned to approve the updates, seconded by Mrs. Helms. Motion carried.

The Circulation policy was updated to more clearly define homeschooled children as students that attend a private school. Ms. Tyner will use wording provided in a memo to public libraries by the Indiana State Library Counsel. Mr. Brewer motioned to approve the update with the counsel-provided wording. Mr. Foster seconded the motion, and the motion carried.

In late April, a materials reconsideration request was made anonymously and dropped into a library book drop. Although the patron did not follow the library's procedure for these requests, Ms. Tyner followed the procedure and three staff members reviewed the item. Following the staff members' review, the committee feels the item belongs in the comic book area of the non-fiction section rather than the graphic novels section. It is not possible to notify the patron, as we do not have a name nor contact information. This information was shared with the board but no action was necessary.

Finally, Mr. Brewer suggested the Globe Life information presented by the agent during public comments be taken under advisement.

Adjournment: Motion to adjourn was made by Mr. Brewer, seconded by Mr. Foster. Motion carried. The meeting adjourned at 5:54 p.m.