

## **Crawfordsville District Public Library Board of Trustees minutes, July 10, 2025**

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

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. Foster, and Mrs. Helms. Dr. Benedicks and Mr. Brewer were absent. Ms. Theresa Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present. Eighteen members of the public attended, including homeschoolers and homeschooling supporters.

**Public comments** – Prior to public comments, Ms. Tyner presented background information regarding the Circulation Policy. Several years ago, a number of patron types were removed and most patrons registered within them were moved to other existing patron types. A small number of patrons were no longer eligible for courtesy cards. The actions taken at that time were, and remain, compliant with state law. Last month's Circulation Policy change did not fully resolve the situation. With input from Indiana's State Library Counsel, Ms. Tyner added language to the Circulation Policy to comply with the "spirit of the law – rather than the "letter of the law" – regarding nonresident student cards, which is to not disadvantage students whose parents choose to educate them in the home. The version of the Circulation Policy presented today will provide nonresident student access to homeschoolers in unserved townships of Montgomery County (townships that do not tax for library use, but whose homeschoolers pay tax to support public schools located, in part, in the library's taxing district). Some brief questions followed.

Several members of the public spoke to emphasize the library's important role in encouraging literacy, to appreciate the library's role in their lives and educational efforts, and to advocate for homeschoolers to be able to participate in library use equally with public school students.

Mr. Bennett thanked the public for attending and said it meant a lot that they came.

Ms. Tyner apologized for any frustration felt by the homeschooling attendees.

**Minutes:** Mrs. Helms made a motion to accept the minutes from the June 12, 2025 meeting with Mr. Parke seconding. Motion carried.

**Claims:** Ms. Tyner presented claims of \$485,461.24 for the period of June 7, 2025 to July 4, 2025 with brief explanations. Mr. Foster motioned to approve, seconded by Mrs. Helms. Motion carried.

**Committee Reports:** Mr. Bennett attended the June 16, 2025 meeting of the Crawfordsville Main Street. Summer Event postcards have been mailed, and volunteers are needed for these events.

Ms. Smith, library board representative for the Park and Rec Board, reported that there will be a public meeting on July 17 regarding the transportation effort formerly known as the Sunshine Van. It will be held at 5:30 p.m. at the Fusion 54 center.

Ms. Smith also reported as a member of the Friends of the CMMC board. The Community Art Show, "Sound and Silence", will be at the Museum from August 9th to October 31<sup>st</sup>. The CMMC website has more information.

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

Mr. Parke encouraged everyone to attend the Crawfordsville Main Street Lunch on the Plaza Jazz event from 11:30 a.m. to 1 p.m. on July 18<sup>th</sup>. He will be playing trumpet for the event with another musician.

**Old Business:** Update Nonresident Student Card Section of Circulation Policy – Ms. Tyner presented an updated policy, adding nonresident student status to those students whose parents or caregivers pay taxes to support a school within the library's taxing district, whether or not they are enrolled. Mr. Parke motioned to approve the updated policy, seconded by Mrs. Helms. Motion carried.

The public attendees left the meeting following the vote.

The board members thanked Ms. Tyner, and said the issue and response was well handled.

Ms. Smith expressed that she was uncomfortable with proceeding with taking action on items she felt she had not had enough time to consider, because board packets were distributed by email later than usual. Mr. Bennett noted that the Naming Policy's changes from last month were minimal and indicated in red. Ms. Tyner apologized for the lateness, and encouraged the board members to reach out in the future if they have not received their packet by Wednesday afternoon before a board meeting.

Mr. Parke motioned to approve the Naming Opportunities Policy, seconded by Mr. Foster. Motion carried.

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

Ms. Tyner reported that overall circulation numbers are still climbing. Visitor statistics are also up this month.

Ms. Tyner has participated in Indiana State Library meetings to update library directors on the impact from cuts in federal funding and state-level budgets. E-rate will still be distributed, which covers 80% of CDPL internet costs. The State's Broadband Connectivity Grant has been discontinued, which covered the remainder of the internet cost. Evergreen and Inspire will be continue to be supported, though Inspire will no longer include the Rosetta Stone database. CDPL will drop to one InfoExpress visit per week for the time being, but will return to two days per week once we migrate to Evergreen next July.

The next City Council meeting should be the final one necessary for the CMMC local historical designation to be complete.

Ms. Tyner plans to present the carpet possibilities for the meeting rooms at the next library board meeting.

#### **Financial Reports:**

Ms. Tyner presented the financial reports with brief explanations. The June property tax settlement was received, and the temporary transfer for the operating fund has been moved back to LIRF. The temporary transfer for the Lease Rental Fund will have to be moved back in December when the remainder of the Lease Rental property tax funding is received. Currently we are waiting on about \$7,000 more to be deposited.

With 50% of the year remaining, 53.4% of the budget remains to be expended.

**New Business: Bus Stop for MXON 2025** – The library has been contacted with a request to be a bus stop site during the MXON 2025 event from October 2<sup>nd</sup> - 5<sup>th</sup>. The library materials drop box location is in the likely path of the buses and patron access to the main entrance from the parking lot also crosses the path for the buses if Pike Street is closed. Patron and staff use of the parking lot would also be compromised, so it may be best for the library to close for the duration. Discussion followed about the First Christian Church parking lot, noting it may be better for buses to use, though Sunday would not work for the church to surrender its parking lot on that day.

However, due to the potentially huge numbers of visitors, up to 100,000 people are expected to visit the community, normal patron and staff use of the library would likely be difficult, and following discussion, Mr. Foster motioned to allow the use of the library parking lot as a bus stop and to authorize Ms. Tyner and Ms. Steelman Wilson to have discretion over building closure decisions. Mr. Parke seconded, and motion carried. Ms. Smith suggested that if the library is closed and access to restrooms is a concern, CDPL could allow the City to place and manage Port-a-Potties in the parking lot.

**Commitment to Join Indiana State Library Consortium for Public Library Internet Access** -- Ms. Tyner presented the annual resolution to join the Indiana State Library Consortium for Public Library Internet Access. The action allows us to work with a consultant to more easily manage the process to apply for e-rate funds. Mr. Parke motioned to approve, with Ms. Smith seconding. Motion carried.

**Open Board Appointment** -- Ms. Tyner updated the board with the information that several prior board members have been approached about the opening on the library board that will be created when Mr. Bennett leaves the board after this meeting. We are waiting to hear from Mr. Keim, who responded first, asking for time to consider it. If he declines, Mr. Littell responded later that he would be willing to rejoin the board.

**2025-2026 Board Officers and Committee Representatives** -- Mr. Foster nominated Dr. Benedicks for Board President; Mr. Parke nominated Ms. Smith as Vice President, Mr. Foster for Treasurer, and Mrs. Helms for Secretary/Assistant Treasurer. Mr. Parke motioned to approve the slate, seconded by Ms. Smith. Motion carried. Ms. Smith will continue as the CDPL representative on the boards of the City's Parks and Recreation Department and the Friends of the Carnegie Museum of Montgomery County. Ms. Tyner is on the board of Crawfordsville Main Street, so she will provide the reports from that entity's board meetings.

**Bank Signers** – Mr. Parke motioned to designate the newly designated 2025-2026 officers, Dr. Benedicks, Ms. Smith, Mr. Foster, and Mrs. Helms, as signers for depository accounts, with Mr. Foster seconding. Motion carried. The signed resolution also affords read-only access to Ms. Tyner, Ms. Steelman Wilson, and Bookkeeper Lisa Guckes,

**Rename Finance Committee to Internal Controls Committee** – Mrs. Helms motioned to change the name of the Finance Committee to the Internal Controls Committee, seconded by Mr. Foster. Motion carried.

**Photocopier** – Ms. Tyner presented a spreadsheet of proposal prices from a number of companies, indicating that Konica Minolta is the lowest cost in terms of the lease and copy costs.

Following some discussion, Mr. Parke motioned to allow Ms. Tyner and Ms. Steelman Wilson to choose the best photocopier proposal for the library. Ms. Smith seconded, and the motion carried.

Mr. Foster left the meeting.

**Ethics and Conflict of Interest policies** – Ms. Tyner requested that each board member read and sign the Ethics and Conflict of Interest policies, which are repeated each year.

Ms. Tyner presented a proposal for key-fob access control to be placed on the door between Technical Services and the first floor, near the Youth Services. The cost would be \$3,333.50 and paid from Building Improvement, aside from the labor portion, which would be paid from Building Maintenance. Mr. Parke motioned to approve, with Mrs. Helms seconding. Motion carried.

**Adjournment:** Motion to adjourn was made by Mrs. Helms, seconded by Mr. Parke. Motion carried. The meeting adjourned at 5:45 p.m.