

## **Crawfordsville District Public Library Board of Trustees minutes, August 14, 2025**

### **Monthly Board Meeting for August**

President Benedicks called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Dr. Benedicks, Ms. Smith, Mr. Parke, Mr. Foster, Mrs. Helms. Mr. Brewer was absent. Mr. Phil Littell, who will soon be appointed to the board by the County Council, attended in an advisory role. Ms. Theresa Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present.

**Public comments** – No public comment.

Ms. Tyner commented that board input was still needed on the carpet options, currently located in Meeting Room E.

**Minutes:** Mr. Parke made a motion to accept the minutes from the July 10, 2025 meeting with Mrs. Helms seconding. Motion carried.

**Claims:** Ms. Tyner presented an updated claims list of \$638,799.33 for the period of July 5, 2025 to August 15, 2025 with brief explanations. Mr. Foster motioned to approve, seconded by Mrs. Helms. Motion carried.

**Committee Reports:** Crawfordsville Main Street has not met since the last board meeting. Ms. Smith reported on the Park Board meeting on August 13, 2025. The public transportation project is moving quickly and should be ready on January 1, 2026. The swimming pool is failing and the board is considering replacement or alternatives.

Ms. Smith also reported as a member of the Friends of the CMMC board. The Community Art Show, "Sound and Silence," opened last Saturday. Next year's theme will be "Memory". The Museum had a good summer.

There has been no internal controls committee meeting this summer.

**Old Business: Open Board Appointment** – Ms. Tyner had reached out to the County Council about the open board seat, suggesting Mr. Phil Littell as the appointee, but the appointment was not on their agenda on August 12. Ms. Tyner will reach out again.

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

Ms. Tyner reported that overall circulation numbers are still climbing, although gate counts were down from the prior month.

Ms. Tyner has met with Chris Anderson, with Wabash College's Democracy and Public Discourse program, regarding gathering strategic plan public input for the library. He will be guiding students through the process in the fall semester, and Ms. Tyner will use the input to create a new strategic plan to begin in 2026.

Rob Tarter, R.T. Construction, and Judi Kleine, architect, met with Ms. Tyner and Ms. Wilson on August 13. He plans to begin construction on September 15.

Ms. Tyner is working on staff T-shirt designs incorporating the new logo.

Summer reading statistics are included in the board packet.

Mrs. Helms stated that she loves patron comments that the Circulation Department has added to their report.

### **Financial Reports:**

Ms. Tyner presented the financial reports with brief explanations. Residual funds for the municipal bond have been received, and Ms. Tyner will confirm with SBOA that they should be credited to the Lease/Rental fund. The repayment of the loan from the LIRF will be made in December after the receipt of the property tax payment.

With 41.67% of the year remaining, 45.1% of the budget remains to be expended.

**New Business: 2026 Budget Proposal** – Ms. Tyner met with DLGF Representative Sam VanderVeen regarding revenues, tax cap impacts, and to help determine the tax cap impacts and max budget. His recommendation now that the municipal bond levy has been paid off is to appropriate the highest budget allowable in order to preserve capacity for the future. Each year, the budget will be reduced by board resolution if it is not used.

Mr. Littell requested the revenue estimates, and Ms. Tyner produced them. The proposed tax levy is \$1,392,266. The property tax cap impact is a reduction of \$138,200. Miscellaneous revenues total \$706,558. Total budgeted revenue including the property tax would be \$1,960,624.

Following extended discussion, it was determined that the proposed budget would draw down on the library's cash balance by \$291,971, and to reduce this, Ms. Tyner will meet with the Internal Controls Committee to adjust the proposed budget while keeping to the required timeline of publication of the proposed budget, public hearing, and adoption.

A number of possible actions were discussed in order to reduce the budget, including reducing the number of hours the library is open, cutting collection offerings, and possibly hiring cleaning staff as direct hires rather than external contractors.

Dr. Benedicks suggested we approach previous donors regarding additional donations.

Mr. Foster requested a database of vendor contract amounts be prepared for the Internal Controls Committee meeting. Ms. Tyner will email this committee to schedule a meeting soon.

Mr. VanderVeen had requested that Ms. Tyner learn whether the board wished to pursue the maximum budget allowed. There was some discussion, and then Mr. Parke motioned to approve pursuing the maximum budget allowed. Mrs. Helms seconded. Motion carried.

**Change to Circulation Job Description** – Ms. Tyner presented an update to the Circulation Department job descriptions to add mending and repair to the list of duties and responsibilities. Mrs. Helms motioned to approve, with Mr. Foster seconding. Motion carried.

**HVAC Replacement at CMMC** –Theresa presented a quote for one HVAC unit at the CMMC, and said that Ms. Bennett, Curator, has identified a grant opportunity through the Indiana Historical Society to possibly pay for replacing all four units at the CMMC, but the application date is not until next year. All four units will need to be fully replaced as the cooling technology

has changed, and individual components of the units can no longer be switched out. If the currently underperforming unit must be replaced in an emergency, Ms. Tyner requests that operating funds to be used to pay for the work. Mr. Parke motioned to agree that Ms. Bennett may pursue the grant, and to use the operating budget if needed for urgent replacement. Ms. Smith seconded the motion, and the motion carried.

**Resolution to Transfer Funds** – Ms. Tyner presented a resolution to transfer appropriations from the transfer to LIRF line to Telecom and Insurance lines in order to remove the debit balances on the Appropriation Report. Mr. Foster motioned to approve, with Mrs. Helms seconding. Motion carried.

**Annual Review of Policies** – Mrs. Tyner presented the Solicitation Policy, the Notary Public Policy, and the Security Camera Policy to the board for review with no changes. She also presented an update to the Service and Replacement Fees Policy to make the prices for the non-resident library cards refer to annual library board, or Indiana State Library, action taken rather than needing to be updated with specific data annually. Fees for the replacement costs for several media items were changed and categories for Blu-rays and Blu-ray Series were added. Mr. Parke motioned to approve the changes to the Service and Replacement Fees Policy, with Mrs. Helms seconding. Motion carried.

**Plan for Youth Services Department** – Ms. Tyner presented an architectural drawing for enclosing the YS department in a glass partition, with a quote from Morgan's Glass for the work that would need to be done. Some discussion followed. Mrs. Helms suggested obtaining a quote from another vendor, and Ms. Tyner said she would do so.

**Letter** – Ms. Tyner passed around a letter received from an inmate, thanking the library for allowing materials to be lent to her through interlibrary loan.

**Adjournment:** Motion to adjourn was made by Mr. Foster, seconded by Mrs. Helms. Motion carried. The meeting adjourned at 5:36 p.m.