

## **Crawfordsville District Public Library Board of Trustees minutes, January 08, 2026**

### **Annual Board of Finance Meeting for January 2026**

Vice President Smith called the Board of Finance meeting of the Board of Trustees to order at 4:00 p.m. in the library conference room. Trustees present were Ms. Smith, Mrs. Helms, Mr. Parke, Mr. Littell, Mr. Brewer, and Mr. Foster. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were also present. Dr. Benedicks was absent.

Mr. Brewer motioned to have the acting president and secretary serve as president and secretary, respectively, for the board of finance meeting. Mr. Littell seconded the motion. Motion carried.

The library currently has no investments, so there was no investment report presented. The overall investment policy of the library was reviewed, with no new changes proposed. Mr. Brewer motioned to accept the policy, seconded by Mrs. Helms. Motion carried.

Mr. Littell motioned to adjourn with Mrs. Helms seconding. The Board of Finance Meeting adjourned at 4:04 p.m.

### **Monthly Board Meeting for January**

Vice President Smith called the monthly meeting of the Board of Trustees to order at 4:05 p.m. Trustees present were Ms. Smith, Mrs. Helms, Mr. Parke, Mr. Littell, Mr. Brewer, and Mr. Foster. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Dr. Benedicks was absent. The meeting was held in the library conference room.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the December 11, 2025 meeting seconded by Mr. Parke. Motion carried.

**Claims:** Ms. Tyner explained that a few monthly voucher reports in 2025 were printed before a small number of late-processed vouchers were added, resulting in some being missed. A listing of all vouchers in 2025 for a total of \$5,592,894.29 was presented for approval. A second set of claims for January 1, 2026 through January 8, 2026 totaling \$84,880.66 was also presented for approval. Mr. Brewer motioned to accept the claims list for 2025, seconded by Mr. Parke. Motion carried. Mr. Parke motioned to accept the claims list for January 2026, seconded by Mr. Littell. Motion carried.

**Committee Reports:** Ms. Tyner reported from the Crawfordsville Main Street organization that they are preparing for the annual meeting on January 26, and that drives for membership and sponsorship are currently underway.

Ms. Smith said that the Park board meets the week of the 12<sup>th</sup>, and she will have a report for the next meeting.

Ms. Smith said that the board packet contains good descriptions of current CMMC programs.

The Internal Controls committee has not met since the last board meeting.

**Old Business:**

Ms. Tyner presented the 2025 Salary Ordinance, updated to include the bonuses paid in December 2025. Mr. Brewer motioned to adopt the updated ordinance, with Mr. Parke seconding. Motion carried.

Ms. Tyner presented a document detailing how expenditures on salaries, PERF, and Social Security would change if full-time employees' hours were also cut at CDPL. Following extended discussion relating to changes in programming, outreach, and full-time staff salaries, Mr. Littell suggested the library operate as it currently is with hopes that the legislature will make changes to tax revenues. He recommended leaving the existing hours in place until March and to re-examine them in February. Ms. Smith suggested tabling action for now. Ms. Tyner noted that no changes could be made in full-time staff hours without modifying the relevant employment policy first. Ms. Tyner will bring the policy to the next board meeting.

Ms. Tyner presented the Executive Summary for the strategic planning sessions held by the Wabash Democracy and Public Discourse students. The planning sessions had 23 attendees participating. Incorporating the observations made in these meetings, Ms. Tyner will work to prepare the strategic plan document for the February meeting, as the library will need to have a new strategic plan finalized by March.

**Director's Report:** Ms. Tyner pointed out that Circulation statistics show increases over last year and compared to 2019. In 2025, circulation of e-format items is a little over half of the physical item circulation numbers.

The Administrative Suite is close to ready for occupancy. Data ports have to be installed first.

There was some discussion of reinstating library late fees, but previous study had shown the expense of staff time had equaled the amount of money recovered, leading to no real benefit to the library.

Stephanie Morrisette has resigned in Adult Services, and her position will be advertised. The library custodian positions have been advertised and the administration is receiving applications now.

A new solution for fax services has been found, and we will need to revisit the Service and Replacement Fees policy.

Ms. Tyner highlighted the total proceeds of the 2025 book sales -- \$13,330.25.

**Financial Reports:** Ms. Tyner presented the financial reports with brief explanations. Tax distributions were received in December 2025. With a proposed year-end 2025 transfer of \$100,000 from operating to the Library Improvement Reserve Fund (LIRF), the LIRF balance will be sufficient to pay off the loan balance remaining for the HVAC project, which is around \$402,000. Ms. Tyner recommended the \$74,035.40 left after the transfer to LIRF is made be retained in the Operating Fund. The Appropriation Report reflects balances before the transfer to LIRF is made.

### **New Business:**

Ms. Tyner prepared a Resolution to Choose a Depository Designated by Local Board of Finance, but no action was taken at this time.

Ms. Tyner prepared a Resolution to Deposit Funds into a Certificate of Deposit, but no action was taken at this time.

The annual Resolution to Establish the Nonresident Fee was presented, setting the fee at \$76.00 for 2026. Mr. Brewer motioned to approve, seconded by Mr. Littell. Motion carried.

Ms. Tyner presented a Resolution to Make Year-end Transfers for Fiscal Year 2025, detailing the transfers within categories to zero out negative balances, as well as transfers to move positive balances to the transfers to LIRF budget line. Mr. Brewer motioned to transfer \$100,000 to the LIRF, with the balance of \$74,035.40 to be retained in the operating fund. Mr. Parke seconded and the motion carried.

The Fax Service and Fees item will be brought to the next board meeting.

Ms. Tyner presented the renewal information for the medical, dental, vision, life & AD&D, and short-term disability plans. The medical plan premiums increased in price by 8.05%, lower than the 15% increase included in the budget. The dental plan premiums, paid by employees, increased in price by 6.8%. The vision plan premiums, also paid by employees, did not increase in price. The library-funded Life Insurance, Short-Term Disability and Accidental Death & Dismemberment premiums also did not increase in price. Mr. Parke motioned to approve the renewal plan, seconded by Mr. Brewer. Motion carried.

**Adjournment:** Mr. Foster moved to adjourn the meeting. Mr. Brewer seconded the motion. The meeting was adjourned at 5:29 p.m.

**DULY APPROVED** by the Crawfordsville District Public Library Board of Trustees at its regular meeting held on the **12<sup>th</sup> day of February, 2026**, at which meeting a quorum was present.

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Secretary, Board of Trustees