

## **Crawfordsville District Public Library Board of Trustees minutes, February 12, 2026**

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

President Benedicks called the monthly meeting of the Board of Trustees to order at 4:02 p.m. Trustees present were Dr. Benedicks, Ms. Smith, Mrs. Helms, Mr. Parke, Mr. Littell, and Mr. Foster. Mr. Brewer was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. The meeting was held in the library conference room.

**Public Comments:** No public comments.

**Minutes:** Mr. Parke made a motion to accept minutes from the January 8, 2026 meeting seconded by Mrs. Helms. Motion carried.

**Claims:** Ms. Tyner presented the unapproved final 2025 claims list of \$175,657.60 for year end transfers, and the claims list of \$520,402.57 from January 9, 2026 through February 13, 2026 for review. Mr. Littell motioned to accept both claims lists, seconded by Mr. Parke. Motion carried.

**Committee Reports:** Ms. Tyner has resigned from the Crawfordsville Main Street organization as a board member, but will remain as a volunteer. The library has previously provided an ex-officio member to the CMS board, and Ms. Tyner will check to see if the member must be a library board member.

Ms. Smith said the Park & Rec Board transportation service has had 67 new clients in January. Wabash students are serving as dispatchers. The new service has been very busy with medical tests, forms, and training.

Ms. Smith said that the CMMC will be hosting art classes soon and the full upcoming schedule is detailed in the Curator's report.

Ms. Tyner said that although the Internal Controls Committee has not met, it is time to do so, and she will contact the members to schedule a meeting soon.

### **Old Business:**

The board resumed the discussion of the library's open schedule. Ms. Tyner provided comparison between the 2025 first pay periods with the 2026 first pay periods, demonstrating a savings of about \$3,000 per pay period.

Ms. Tyner raised the possibility of fundraising or grants to cover some expenses. Project ideas were discussed including funding a new self-check machine, and children's department programs.

Mrs. Helms suggested that volunteers could extend staffing, but Ms. Tyner will have to research which duties volunteers would be able to do, and she will consult with managers on the subject.

Dr. Benedicks said that a fundraising committee was needed, and Ms. Tyner agreed. She said that fundraising was a part of the next library strategic plan, now being prepared. Ms. Tyner is also currently working on a new alternative to the current credit card machines, with Square seeming to be the best option. A new system is necessary to facilitate donations. She intends to bring a proposal for the new system to the March board meeting.

Despite accumulating savings from cuts in part-time schedules, funds do not currently exist to fill staffing vacancies needed for a full schedule later in the year. A discussion followed over adding Fridays back to the open schedule during the summer.

Dr. Benedicks encouraged the board members to consider volunteering to work on fundraising. Mr. Littell suggested a staff representative should join the committee as well. Dr. Benedicks and Mr. Parke volunteered to serve on the fundraising committee.

Following extended discussion, Dr. Benedicks motioned to extend the reduced hours as they are until June 1<sup>st</sup>, to pursue fundraising, and to seek staff input on Summer Fridays. Mr. Parke seconded the motion, and the motion carried.

**Director's Report:** Ms. Tyner included a breakdown between the physical collection items and the electronic collection items for each month reported in the monthly circulation summary. The composition of checked out items has changed from 83.9% physical and 16.1% electronic in 2019 to 61.4% physical and 38.6% electronic this month, more than doubling the utilization of the electronic materials in that time period.

Circulation is higher this month compared with last month, this month last year, and this month in 2019.

Ms. Tyner mentioned that the Evergreen timeline is speeding up for implementation, beginning now in March.

Ms. Tyner and Ms. Steelman Wilson are interviewing custodian candidates and have completed two interviews.

The next book sale is scheduled for February 14.

**Financial Reports:** Ms. Tyner presented the financial reports with brief explanations. The library received a \$1000 special Luella Brake annual grant to be spent on serving patrons with visual impairments. The appropriation report shows 91% of the budget remains to be expended.

Two months of credit card reconciliations, December and January, are included in the board packet.

#### **New Business:**

Ms. Tyner advised the board that Ms. Smith will be retiring from the board at the end of June. Suggestions of others to join the board, especially those with governmental or fundraising experience, would be welcomed.

Ms. Tyner requested that the Health Savings Accounts and the credit card business be moved to Hoosier Heartland State Bank. Treasurer Mr. Foster expressed his support for the action. Mr. Littell motioned to move both to Hoosier Heartland, seconded by Mr. Parke. Motion carried.

A new committee will be formed to pursue fundraising soon.

Ms. Tyner presented an update for the Employment Status policy, adjusting the definition of benefits-eligible part-time staff to be in line with the leave policies language that was revised in 2025. Mr. Parke motioned to adopt the update, with Mr. Littell seconding. Motion carried.

**Adjournment:** Mr. Littell moved to adjourn the meeting. Mr. Foster seconded the motion. The meeting was adjourned at 5:26 p.m.