

Crawfordsville District Public Library Board of Trustees minutes, October 9, 2025

Monthly Board Meeting for October

President Benedicks called the monthly meeting of the Board of Trustees to order at 4:00 p.m. Trustees present were Dr. Benedicks, Ms. Smith, Mr. Foster, Mr. Brewer, Mr. Parke, Mr. Littell, Mrs. Helms. Ms. Theresa Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present. Mr. Littell's appointment to the board was finalized since the last meeting of the board.

Public comments – None.

Minutes: Mr. Parke made a motion to accept the minutes from the September 11 regular meeting and the September 25 Public Hearing for Proposed 2026 Budgets with Mr. Brewer seconding. Motion carried.

Claims: Ms. Tyner presented a claims list of \$344,016.83 for the period of September 13, 2025 to October 10, 2025 with brief explanations. Mr. Parke motioned to approve, seconded by Mr. Brewer. Motion carried.

Committee Reports: Ms. Tyner reported that the Crawfordsville Main Street organization has finished the Downtown Direct resource guide for new businesses, which is available in printed or website versions. She reported that everyone had great things to say about the Motocross of Nations event, and summarized the impact to the library for the board's information. Although 100,000 tickets were sold to the event, aside from Friday afternoon's parking disruptions resulting from parade and Oktoberfest attendees, library impact was surprisingly minimal.

Ms. Smith reported from the most recent Park Board meeting, and said the board had discovered that the new transportation service must have the word "public" included in its name, and so it will be called "CAPT," Crawfordsville Area Public Transportation. The staff is currently undergoing training on the iPad software for the service.

Ms. Smith also reported as a member of the Friends of the CMMC board. She called the board's attention to the schedule of events that curator Ms. Bennett provided in her CMMC monthly report.

There has been no internal controls committee meeting in September.

Old Business: None.

Director's Report:

Ms. Tyner updated the board on the progress with the administration suite, which is on schedule with electrical and plumbing work currently underway.

Dennis Campbell will be retiring from CDPL on the 25th of November. His position will not be filled due to budget cuts.

Recent book sale proceeds were \$1,355, making \$11,095 the total earnings from the book sales for the year thus far.

Ms. Tyner updated the board on the status of the second Trail Tale project, which was initially to be placed on the library sidewalk along Walnut Street. Ms. Tyner reported that the Park & Rec Board approved the second set to be placed along the sidewalk at the Brickyard Nature Park.

Financial Reports:

Ms. Tyner presented the financial reports with brief explanations.

Mr. Littell asked about money market interest being credited to specific funds, particularly the Donnelley Fund, and Ms. Tyner said that it is divided between the Operating, LIRF, Gift, and Rainy Day funds, but that she would verify this.

With 25% of the year remaining, 30.3% of the budget remains to be expended.

New Business: Adoption of 2026 Budget -- Ms. Tyner presented the CDPL budget resolution for 2026, which had already been approved, published, and presented at a public hearing. The adopted tax levy will be \$1,392,266 for the General Fund in 2026. Mr. Littell motioned to adopt the budget, seconded by Mr. Parke. Motion carried.

Sundays Closing Proposal – Ms. Tyner presented a proposal to close the library on Sundays, which had been included in the budget cuts necessitated by the revenue decreases for next year. She is currently preparing an article that will update the community on the library's financial situation, upcoming work on the strategic plan, and potential actions. Mr. Brewer expressed regret at the possibility of Sunday closure due to the lack of options in the community for family activities, especially in winter. Ms. Tyner explained that due to budget reductions and that two open staff positions have already not been filled in anticipation of next year's decreases, changes to the library's schedule are necessary. Following board discussion of this and other closure options, Ms. Tyner will provide additional gate count statistics for consideration at the next board meeting, and action was tabled.

Solar Panel Installation Proposals – Three proposals were received, one from GAI for a small array, one from Huston for a small array, and one from Huston for a large array. Ms. Tyner presented her recommendation to accept the Huston Electric small array bid for installation of solar panels on the library roof. Community solar advocate Mr. John Smillie had recommended Huston based on his experience. Following some discussion, Mr. Brewer motioned to accept the Huston bid, conditional on a signed agreement from Mr. Smillie to cover the portion of the cost that will not be recovered by the federal Investment Tax Credit and Energy Community bonus credit, as he had offered in the last CDPL board meeting. Ms. Smith suggested the library attorney should draft the agreement.

IT Consulting Proposals -- Ms. Tyner presented options for the library's IT support. AVC Technology specializes in IT support in libraries, and currently supplies the library's accounting software and support. However, due to contract terms, we cannot end the contract with EdgeIT now without paying a \$16,200 early termination fee. Ms. Tyner recommends we remain with EdgeIT for 2026, but decrease the number of hours each month. Mr. Brewer motioned to stay with EdgeIT for another year, but change to 20 hours per month at \$105 per hour. Mrs. Helms seconded, and the motion carried.

2027 Storyland Exhibit at CMMC – The CMMC would like to bring a travelling exhibit from the Minnesota Children's Museum in May, 2027. It will cost approximately \$38,500, with most of the cost funded by the Friends of the CMMC plus grants and/or a possible sponsorship. Ms. Tyner proposes that the library pay costs for shipping, storage, and insurance. One module of the exhibit will be set up at the library. Following discussion, Mr. Brewer motioned to approve the project and provide funding as needed. Mr. Parke seconded, and the motion carried.

Board Meeting Schedule for 2026 – Ms. Tyner presented the list of the proposed board meeting dates for 2026. Mrs. Helms motioned to approve the dates, seconded by Mr. Brewer. Motion carried.

Holidays and Closings – Ms. Tyner presented the proposed schedule of Holiday and Closings for the coming year, but the matter was tabled until the library's new schedule is determined. The decision will need to be made at the November meeting.

2026 Services and Exit Services from Polaris – Ms. Tyner presented the proposal from the library's current ILS, Polaris, to provide a partial year of services (July-October 2026) while the Evergreen ILS transition is made. The cost for this four-month span will be \$12,680. Also, Polaris will charge us to extract the needed data from the Polaris system for input into the new ILS, Evergreen. These exit services will cost \$28,500 and are not able to be performed by CDPL. Following some discussion, Mr. Parke motioned to approve the expenses, seconded by Mr. Brewer. Motion carried.

Adjournment: Motion to adjourn was made by Dr. Benedicks, seconded by Mr. Foster. Motion carried. The meeting adjourned at 4:57 p.m.