

Crawfordsville District Public Library Board of Trustees minutes, November 13, 2025

Monthly Board Meeting for November

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. Brewer, Mr. Parke, Mr. Littell, and Mrs. Helms. Mr. Foster was absent. Ms. Theresa Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present.

Public comments – None.

Minutes: Mr. Littell made a motion to accept the minutes from the October 9, 2025 regular meeting, with Mr. Parke seconding. Motion carried.

Claims: Ms. Tyner presented a claims list of \$277,325.86 for the period of October 11, 2025 to November 13, 2025 with brief explanations. Mr. Littell motioned to approve, seconded by Mrs. Helms. Motion carried.

Committee Reports: Ms. Tyner reported that the Crawfordsville Main Street organization's annual membership meeting will be held in January 2026. The Courthouse Christmas tree needs to be replaced, but a sponsor will be sought next year, since the cost for an exterior tree was found to be around \$6,000. The Canine Plaza fountain has been shut off for the season and winterized. "Brick and Mortar" stories are being added to the CMS website.

Ms. Smith reported that the Park and Rec Board has not met this month.

Ms. Smith reported that the Friends of the CMMC did not meet but the CMMC report contains all the current museum offerings and updates. The Storyland Exhibit will be on display in 2027, and one of the modules of the exhibit will be placed at the library.

The Internal Controls Committee did not meet this month.

Old Business: Library Closed Hours Proposal – Ms. Tyner presented statistics for library usage during the first and last hour of each day from Monday through Thursday, average patrons per hour and meeting room fees collected on Monday, Friday and Sunday, as well as a summary of various regional public library open hours for board consideration. Ms. Tyner did not present a proposal to the board, but due to not being able to fill vacant positions, the library's open hours must be reduced to operate with remaining staff members.

Following an extended discussion, a motion was made by Mr. Brewer to operate under the following temporary schedule: 10 a.m. to 8 pm. Monday through Thursday, 10 a.m. to 5 p.m. on Saturday, and 1 p.m. to 5 p.m. on Sunday from December 1st to March 1st. The motion was seconded by Mr. Parke. All board members voted aye except for Mr. Littell, who voted nay. The motion carried.

Museum hours are not being adjusted at this time.

The board instructed Ms. Tyner to inform the board by the next meeting if it was necessary to revisit the matter.

Holidays and Building Closings for 2026 – Mr. Brewer motioned to approve the presented list of closings, which included the addition of the President's Day holiday in February, with Ms. Smith seconding. Motion carried.

Director's Report:

Ms. Tyner discussed the strategic planning process, informing the board of the most recent strategic planning session held with staff as part of the recent Staff Development Day, and extending a welcome to the board members to attend the upcoming public sessions. The November 20th session will focus on CDPL, and the December 2nd session will focus on the CMMC.

The administrative office area should be completed by Thanksgiving.

Ms. Tyner is currently investigating options for in-library credit card processors that also accept website payments and donation website apps.

CDPL has received a total of \$25,000 in two donations for the upcoming solar panel project.

The library is expecting a \$10,000 donation promised from the Carnegie Foundation of New York.

The book sale has made \$12,901.25 this year thus far.

Financial Reports:

Ms. Tyner presented the financial reports with brief explanations.

With 16.7% of the year remaining, 22.7% of the budget remains to be expended.

New Business: Surplus property – Ms. Tyner advised the board that she would like to clean out some library storage areas, and that we will have a good opportunity while a dumpster is onsite during carpet installation. Surplus equipment would be made available to other organizations per Indiana Code requirements, which Ms. Tyner will provide to the board for their review. No action was needed.

Custodian Job description – Ms. Tyner presented a custodian job description for board approval to establish the position. Mr. Brewer motioned to accept the description with an amendment to specify work is sometimes completed while alone in the building, seconded by Dr. Benedicks. Motion carried.

Classification Schedule update – Ms. Tyner presented an updated classification schedule and pay scale adding the new Custodian position. Mr. Brewer motioned to approve, with Ms. Smith seconding. Motion carried.

MCCF Distribution – Ms. Tyner presented the annual MCCF distribution information for 2025. The fund generated \$14,400 this year, which is available to re-invest or receive as a check. Dr. Benedicks motioned to take the distribution, with Mr. Brewer seconding. Motion carried.

Two bids for window treatments for the Administrative offices were shared with the board. One bid was for blinds, and the other for a frosted window film. Following some discussion, the board

delegated the authority to Ms. Tyner to decide, but suggested starting with the frosted window film

Ms. Tyner informed the board of the upcoming Annual Crawfordsville Redevelopment Commission meeting to be held on November 18, 2025 at 8:30 a.m.

Adjournment: Motion to adjourn was made by Dr. Benedicks, seconded by Mr. Brewer. Motion carried. The meeting adjourned at 5:27 p.m.