

Crawfordsville District Public Library Board of Trustees minutes, December 11, 2025

Monthly Board Meeting for December

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, and Mrs. Helms. Ms. Theresa Tyner, library director, and Ms. Steelman Wilson, library assistant director, were also present.

Public comments – None.

Minutes: Mr. Parke made a motion to accept the minutes from the November 13, 2025 regular meeting, with Mrs. Helms seconding. Motion carried.

Mr. Parke said that he and Ms. Smith had attended the recent library strategic planning meeting and thought it had gone very well.

Claims: Ms. Tyner presented a claims list of \$395,603.35 for the period of November 15, 2025 to December 11, 2025 with brief explanations. Mr. Brewer motioned to approve, seconded by Mr. Foster. Motion carried.

Committee Reports: Ms. Tyner reported that Crawfordsville Main Street continues to plan their annual membership meeting for January 2026. The organization is making adjustments to their sponsorship levels. The Indiana Main Street organization will have an accreditation visit on December 15, 2025.

Ms. Smith reported that the Park and Rec Board met December 10th, 2025. The new transportation service will begin on January 5, 2026. The board learned that the word “public” is required to appear only on the vans. As a result of receiving both state and federal funding, the organization’s required paperwork has doubled.

Ms. Smith reported that the most recent Photos with Santa had the highest attendance of any Photos with Santa event in the CMMC’s history. Lakeside Book Company donated 900 children’s books to the CMMC for distribution. Upcoming events are detailed in the CMMC report.

The Internal Controls Committee did not meet this month.

Old Business: Review of Library closed hours – Dr. Benedicks said that two emails of complaint had been received, and Ms. Tyner had received a comment card all regarding the library’s new Friday closure as part of winter hours. Dr. Benedicks responded to the emails and had not heard any response from the patrons.

Ms. Tyner requested clarification of the intent of the new schedule which was then expressed by the board to be both to bank savings from the reduction in part-time hours as well as to relieve scheduling. Ms. Tyner had projected a savings of \$17,022 based on being closed 4 hours per week. The impact of reducing 16 open hours takes an average of 4 hours of paid time per week from each part-time employee. She recommended reopening during the morning hours based on the usage statistics previously prepared. No complaints had been received about reducing evening hours.

Following extended discussion, it was decided to table discussion of the morning hours and to continue with the Winter hours as they are until spring 2026.

Mrs. Helms suggested considering taking hours from both full and part-time staff to reduce the burden on part-time staff, with discussion following. Ms. Tyner will research this possibility.

Following discussion of YS programming, Dr. Benedicks encouraged the administration to restore Wiggle and Giggle to the lineup of programs during Winter hours.

Director's Report:

Ms. Tyner said that she and Ms. Steelman Wilson had met with architect Judi Kleine regarding the administration office. Ms. Kleine prepared a punch list of items to be resolved by the general contractor. The RT Construction portion of the project should be completed soon.

Financial Reports:

Ms. Tyner presented the financial reports with brief explanations. Part of the balance in the operating fund is a temporary loan that will be repaid with the December property settlement.

With 8.33% of the year remaining, 16.1% of the budget remains to be expended.

New Business:

Server replacement – Ms. Tyner requested permission to approve an upcoming quote for a new server up to \$20,000. Dr. Benedicks motioned to approve spending up to \$20,000 from the 2025 budget, seconded by Mr. Brewer. Motion carried.

Insurance renewal – Ms. Tyner presented insurance proposals from Henriott (now part of HUB International) for board review. Following some discussion, Ms. Tyner requested approval of the Henriott package policy with solar panel coverage and Coalition cyber liability coverage. Total premiums would be \$36,771 for 2026-2027. Dr. Benedicks motioned to approve the package policy including solar panels and the Coalition cyber liability coverage. Mr. Brewer seconded. Motion carried.

Temporary Leave Adjustment for Part-Time Employees -- Ms. Tyner presented a request to retain employees at their pre-winter hour levels for leave accrual. Dr. Benedicks motioned to accept the request, with Mr. Brewer seconding. Motion carried.

Salary Ordinance – Ms. Tyner presented the 2026 salary ordinance, adding two custodian positions. No merit raises were included for staff due to budget constraints. ServiceMaster has been notified that CDPL will be hiring custodial staff directly, and that ServiceMaster's last day of cleaning will be January 30. Mr. Littell motioned to adopt the salary ordinance as presented, seconded by Mr. Brewer. Motion carried.

Staff Bonus – Ms. Tyner requested permission to pay an employee bonus in the final payroll of the year. Following extended discussion, Dr. Benedicks motioned to approve a \$200 net bonus, with Mr. Littell seconding. Motion carried.

Adjournment: Motion to adjourn was made by Dr. Benedicks and the meeting adjourned at 5:15 p.m.