

Crawfordsville District Public Library Board of Trustees minutes, April 10, 2025

Monthly Board Meeting for April

President Bennett called the monthly meeting of the Board of Trustees to order at 4:01 p.m. Trustees present were Mr. Bennett, Ms. Smith, Mr. Parke, Dr. Benedicks, and Mrs. Helms. Ms. Steelman Wilson, library assistant director, was also present. Mr. Brewer and Mr. Foster were absent. Ms. Judi Kleine, architect, and Eric Johnson, of Rock River Construction, were also in attendance. Ms. Tyner, library director, was absent for the beginning of the meeting. Finally, Ms. Angela Clements attended as a member of the public.

Administration Suite – Open and Read Bids: Ms. Kleine and Mr. Bennett opened the submitted bids for the construction project. Mr. Eric Johnson, of Rock River Construction, submitted a bid of \$132,440 for the administration suite and utility closet, combined, with a 2-3 month estimated duration of the project. Mr. Gary Isenberg of Keystone Construction submitted a bid of \$116,060 for the new administration suite, with a \$5,660 bid for the utility closet. Duration was estimated at 8 weeks. Rob Tartar at RT Construction submitted a bid of \$115,911 for the new administration suite, and \$7,055 for the new closet. The duration of his work was estimated at 8 weeks.

Dr. Benedicks motioned to wait on action and discuss the bids in May, seconded by Mr. Parke. Motion carried.

Public Comments: Ms. Angela Clements, an adjunct faculty member from Indiana University's Indianapolis campus and former CDPL employee, commented that she had read the recent letter to the editor about funding cuts from the board. Dr. Benedicks asked Ms. Clements if she has heard anything regarding the budget cuts from the faculty at IU Indy. She said that she had not heard much but there are things coming, and expressed that voicing concerns is important. General discussion followed about library funding levels and pending reductions.

Minutes: Dr. Benedicks made a motion to accept the minutes from the March 13, 2025 meeting with Ms. Smith seconding. Motion carried.

Claims: Ms. Steelman Wilson presented claims of \$198,405.42 for the period of March 15, 2025 to April 11, 2025 with brief explanations. Dr. Benedicks motioned to approve, seconded by Mrs. Helms. Motion carried.

[Ms. Tyner entered the meeting.]

Committee Reports: Mr. Bennett missed the last Main Street board meeting, but Ms. Tyner attended. There were no major actions taken.

Ms. Smith, library board representative for the Park and Rec Board, reported that the Park and Rec board met April 9, 2025. A recent article was published about the Sunshine Vans merging with public transportation. Clinton County is serving as adviser as their county recently underwent a similar change. A tree will be planted at Milligan Park on April 21st in honor of former CDPL Board President Brian Keim.

Ms. Smith had no report, as the CMMC Friends Board has not met since the last CDPL board meeting. She mentioned the Physics of Catapults program will be offered on April 19.

The Finance Committee has not met since the last board meeting.

Old Business: None.

Director's Report:

Ms. Tyner reported that overall circulation is up, even compared to 2019, a pre-COVID year. Gate counts were also up, although it is not possible to determine exactly why.

Cataloger Michelle Ogden will be leaving employment at CDPL on April 10.

Ms. Tyner will be taking some vacation time during the last two weeks of April, but will continue to teach the already-scheduled tech classes.

The State Board of Accounts exit conference for the routine 2021-2024 audit will be held at noon on April 16.

Dr. Benedicks asked Ms. Tyner if the library would need to make a lot of changes based on new ADA website requirements, but Ms. Tyner said that the website was recently created so many changes were already incorporated. The major adjustment is that alternate text will need to be entered for images on the website.

Financial Reports:

Ms. Tyner presented the financials with brief explanations, explaining that with 75% of the year left, there is 75.1% of the budget left to expend. She said that the Operating Fund would likely need a temporary transfer due to the timing of the property tax payment due in June.

Some discussion followed regarding funding impacts related to the elimination of the Institute of Museum and Library Services, and proposed SB-1 which will reduce Indiana property taxes. Theresa will forward an email with further details from the Indiana Library Federation. Definite numbers will likely be available only after conferring with the DLGF representative at the budget conference.

Dr. Benedicks suggested public involvement, perhaps having patrons sign postcards at the library.

Ms. Tyner stated that Sylvia Watson, the Indiana State Library legal consultant, had told her that the library board would need to adopt a position at a public meeting if they intend to do so.

Mr. Bennett suggested that a separate meeting may be better, rather than at a regular board meeting. Finding a time convenient for all members may be difficult. Mr. Parke suggested proposing a few possible dates to see if all could attend. A notice of public meetings must be published 48 hours ahead of the meeting.

New Business:

Annual Review of Employee Handbook:

Ms. Tyner will prepare for an annual review of the employee handbook for the May board meeting. She will make some changes to the classification section and will make minor updates

to a few policies. The changes will be discussed during the meeting and any questions answered at that time.

Proposed Technical Services Staffing Change – Ms. Tyner requested board permission to change staffing levels from having two copy catalogers working 25 hours apiece to one full-time cataloger working 38 hours with benefits. One cataloger has left service at CDPL, so it is a good opportunity to make the change. Mr. Parke motioned to approve the full-time position, seconded by Dr. Benedicks. Motion carried.

Adjournment: Motion to adjourn was made by Dr. Benedicks, seconded by Mrs. Helms. The meeting adjourned at 4:59 p.m.