

Crawfordsville District Public Library Board of Trustees Board Meeting Minutes – February 20, 2020

Monthly Board Meeting for February

President Keim called the monthly meeting of the Board of Trustees to order at 4:02 p.m. Trustees present were Ms. Stull, Ms. Smith, Mr. Keim, Mr. Littell, Ms. Brooks, and Ms. Stocks. Mr. Cherry was absent. Library Director, Ms. Tyner; Assistant Director, Jodie Wilson; and Ms. Nancy Bennett, League of Women Voter's Observer, were also present.

Minutes: Ms. Stull made a motion to accept minutes from the January 9, 2020 monthly board meeting, seconded by Mr. Littell. Motion carried.

Claims: Claims were presented of \$237,464.60 for the period of January 16, 2020 through February 14, 2020. Mr. Littell motioned to accept the claims, seconded by Ms. Brooks. Motion carried.

Committee Reports: Ms. Brooks attended the January 27, 2020 annual meeting of the Main Street Board. A total of 85 people were in attendance for the meeting, which began with a reception catered by Maxine's on Green. Mayor Barton gave opening remarks. The featured speaker was Jonathan R. Anderson, President of AP development, who spoke on the plans for the Ben Hur Building. The time-table for the project is estimated at 18 to 20 months once it begins. The full report will be filed in the library minute book. Mr. Keim reported on the last meeting of the Park and Rec board, which discussed the redesign of the trailhead canoe launch.

Old business: The Personnel Manual is complete except specifics regarding disciplinary actions. Ms. Tyner proposed formatting the manual with each policy on a separate page to make replacement simple upon future revision. Ms. Smith motioned to accept the personnel policy as presented, seconded by Ms. Stocks. Motion carried. Disciplinary detail will be reviewed and revise in the policy next month. A revision of the salary schedule was presented. Four of the five presented changes were approved following discussion. Mr. Littell motioned to approve the revised salary ordinance, seconded by Ms. Stull. Motion carried.

Director's Report: Ms. Tyner presented her report of monthly statistics and recent accomplishments. Megan Noggle has been hired as a library assistant in the Reference/Local History Department. The part-time Facilities Technician position is open and being advertised.

Financial Report: Financial reports were presented by Ms. Tyner with brief explanations. Mr. Littell reported that the First Financial money market was not crediting the correct interest rate for the library account. The bank will be crediting an adjustment to correct for past months' interest.

New Business: Ms. Tyner presented a Resolution to Establish Mileage Reimbursement to establish the library mileage reimbursement rate as the IRS current rate for the year. Ms. Smith motioned to enact the mileage reimbursement resolution, with Ms. Stull seconding. Motion carried. Ms. Tyner presented a Resolution to Establish the Nonresident Fee for 2020 at \$63. Ms. Brooks motioned to approve the change and enact the resolution, seconded by

Ms. Stull. Motion carried. Ms. Tyner updated the board on the library health insurance coverage. The library will be keeping the proposed plan, which raises the deductible a small amount with a small increase in premium. The policy is a month to month commitment, allowing the library to make changes at a later date if desired. There is a possibility of joining the Indiana Public Employers' Plan in the future. Ms. Tyner then presented an agreement to adopt the State of Indiana Public Employee Deferred Compensation Plan. The plan is the Hoosier S.T.A.R.T plan, which employees will be able to participate in at their own expense, via payroll deduction. Ms. Smith motioned to adopt the plan and enact the resolution, with Ms. Brooks seconding. Motion carried. Ms. Tyner then presented the Fine Free Library fact sheet and resolution. Fines are currently .5% of the budget, with internal costs of enforcing fines nearly equivalent to money brought in. Ms. Stull motioned to enact the Resolution to Eliminate Fines on Overdue Materials, with Ms. Stocks seconding. Motion carried. The change will be publicized during National Library Week. Ms. Tyner presented the architect's drawings for the administrative space options for review. Current cost estimates do not include architect's fees, contingency costs, or additional costs. Ms. Brooks motioned to request the full estimates from the architect for the first floor administrative space option, with Ms. Smith seconding. Motion carried. Mr. Keim then read a letter of commendation regarding Jodie Wilson on behalf of the library board. The board thanked Ms. Wilson for her effective and efficient management of the many library priorities during a difficult period in the absence of a permanent library director. Ms. Wilson expressed her thanks for the board's action of appreciation. A copy of the letter will be placed in Ms. Wilson's personnel file.

Public Comments: No public comments.

Adjournment: Ms. Brooks moved to adjourn the meeting, seconded by Mr Littell. The meeting was adjourned at 5:06 p.m.