

Crawfordsville District Public Library Board of Trustees Board Meeting Minutes – March 12, 2020

Monthly Board Meeting for March

President Keim called the monthly meeting of the Board of Trustees to order at 4:00 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, Ms. Wilson; and Ms. Nancy Bennett, League of Women Voter's Observer, were also present.

Minutes: Ms. Smith made a motion to accept minutes from the February 20, 2020 monthly board meeting, seconded by Ms. Brooks. Motion carried.

Claims: Claims were presented of \$151,159.74 for the period of February 15, 2020 through March 13, 2020. Mr. Littell motioned to accept the claims, seconded by Ms. Brooks. Motion carried.

Committee Reports: Ms. Brooks attended the February 17, 2020 meeting of the Main Street Board at the Fusion 54 center. New board member, Robyn Thompson, joined the Main Street board. Project Manager Sue Lucas is working on end-of-the-year reports for the State Board of Accounts and State Main Street office. The organization is preparing a survey on food-truck use in the community in considering appropriate ordinances for mobile food vendors. The full report will be filed in the library minute book. Mr. Keim had no report from the last meeting of the Park and Rec board. No committee reports were presented.

Old business: Ms. Tyner met with departmental managers and reviewed the fine-free-related recommendations that were produced in the meeting, including changes to the numbers of holds, numbers of loans, and number of DVDs permitted to be borrowed by individual patrons. The board approved the recommendations by consensus, with changes to be publicized during National Library Week. Ms. Tyner presented updated fees and costs relating to the proposed administrative office space. Ms. Stull requested a detail of the library gift fund balances separated by restricted or unrestricted status by the next review of the proposed plan.

Director's Report: Ms. Tyner presented her report of monthly statistics and recent accomplishments. Highlights included interviews for the Facilities Technician position, completion of staff evaluations, and the submission of the Library Financial Report and Library Annual Report. Ms. Tyner has met with Kelly O'Dell Stanley, a new board member, for orientation. The full report is filed in the library minute book. Ms. Stocks thanked those involved with preparation and submission of the financial reporting for their work.

Financial Report: Financial reports were presented by Ms. Tyner with brief explanations. Mr. Little observed that inclusion of partial month reporting was not necessary, and noted an apparent error in the Books line of the operating budget. \$148.53 is appearing in the "change to appropriation" column. Ms. Tyner will look into the cause.

New Business: Ms. Tyner presented a notary policy to the board for their consideration. After brief discussion, Mr. Littell motioned to approve the policy, seconded by Ms. Smith. Motion carried. Ms. Tyner presented a capital assets policy for consideration. Mr. Littell,

board treasurer, requested to meet with Ms. Tyner to discuss several points in the policy. The policy will be revisited in the April meeting. Ms. Tyner told the board that the Annual Financial Report was completed by Ms. Switzer of Gamble Richardson CPAs and reviewed by Mr. Littell and Ms. Tyner. The Library Annual Report was also completed and submitted prior to the deadline. Ms. Tyner presented a Memorandum of Understanding prepared from a template provided by Mr. Kirtley, library attorney. Mr. Littell moved to approve the MOU and send it to the Friends of the Carnegie group with Ms. Brooks seconding. Motion carried. Ms. Tyner brought the board up to speed on the emerging COVID-19 situation. The board authorized Ms. Tyner to take appropriate action, keeping the board up to date on changes as needed. By consensus, the board approved suspending the requirement for a Doctor's note for staff missing work due to illness. Due to the current situation, the board will forego providing shared staff food during National Library Week this year. Ms. Smith said goodbye to the board, as her term is ending. The board thanked Ms. Smith for her devoted service during her three terms.

Public Comments: No public comments.

Adjournment: Ms. Brooks moved to adjourn the meeting, seconded by Ms. Smith. The meeting was adjourned at 5:08 p.m.