

## Crawfordsville District Public Library Board of Trustees Board Meeting Minutes – May 14, 2020

### **Monthly Board Meeting for May**

In response to temporary changes to the Open Door Law for public meetings in Governor Holcomb's executive order 20-04, procedures were put into place to allow board members to attend the meeting remotely. These requirements include the use of roll calls for any action by the board.

President Keim called the monthly meeting of the Board of Trustees to order at 4:02 p.m. Trustees present virtually were Ms. Stull, Ms. Stanley; Mr. Littell, Ms. Brooks, Ms. Stocks. Assistant Director, Ms. Steelman Wilson and Mr. Nick Hedrick, reporter with the Journal Review, were also present virtually. Dr. Crystal Benedicks, the candidate to replace resigned trustee Jim Cherry, also attended remotely. Mr. Keim and Ms. Tyner, library director, attended in person from the library building.

**Minutes:** Ms. Stull made a motion to accept minutes from the April 9 monthly board meeting, seconded by Ms. Stocks, and the motion carried. The roll call vote was as follows: Mr. Keim – yes; Ms. Brooks – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stull – yes; Ms. Stanley – yes.

The board welcomed Dr. Benedicks, and everyone introduced themselves.

**Claims:** Two sets of claims were presented. The first was \$171,115.80 for the period of March 24, 2020 through April 15, 2020. Mr. Littell motioned to accept the claims, seconded by Ms. Brooks. Motion carried. The roll call vote was as follows: Mr. Keim – yes; Ms. Brooks – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stull – yes; Ms. Stanley – yes. The second was \$149,987.53 from April 16 to May 15. Mr. Littell motioned to accept this set of claims, with Ms. Brooks seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Brooks – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stull – yes; Ms. Stanley – yes. Ms. Stull commented on the high cost of AT & T long distance and Ms. Tyner responded that changes would be investigated. Ms. Stull also commented on the large bill for salt and plowing services, which was due to a delay in billing a number of dates of service since February.

**Committee Reports:** Ms. Brooks attended the last virtual meeting of the Main Street Board held April 20th. The board is currently seeking a treasurer with knowledge of QuickBooks. Main Street contributed \$2500 to the emergency small business program. Landscaping projects are underway. The full report of the Main Street Board will be included in the library minute book. Mr. Keim reported that the Park and Rec Board had not met recently due to the Coronavirus situation. No committee reports were presented.

**Old business:** None.

**Director's Report:** Ms. Tyner presented her report of monthly statistics and recent accomplishments. The State Library has authorized statistical reporting on virtual library programs; the number of programs held; number of live views, and number of views for recorded programs will be kept. Because the buildings were closed, many of the statistics for in-house programs and services are zero. Online resource access numbers are up 77% since January. Recent experiments with online programming have gone very well. New electronic resources Tumblebooks and CreativeBug have been launched to augment our previous offerings.

In personnel matters, Deanna Burkett, Reference and Local History assistant has left employment with the library as of May 14. Rick Ewoldt has been hired as a facilities technician and has been painting, performing maintenance and preparing facilities for reopening. The staff are preparing to offer virtual summer reading programs this year. It was determined that for the time being, Mr. Keim will continue to sign checks for the library, as Mr. Littell is unable to do so.

**Financial Report:** Ms. Tyner presented the financial reports for review. A special spreadsheet for COVID-19 related supplies will be prepared for the next board meeting. Mr. Littell mentioned that a supplemental LIT payment of around \$34,000 was received by the library. This number was not included in the budget, which will help cover COVID-related expenses. We are currently at 67.5% expended for the year. Dr. Benedicks asked what the financial impact of the pandemic may be to the library budget. Mr. Littell said that impact will be stronger next year and a plan will need to be made to adjust spending now in anticipation of lower receipts next year.

**New Business:** Ms. Tyner presented the Library Re-Opening Plan and requested board feedback on the re-opening process. Ms. Stull stated that the public are anxious to get back to using the public computers. Mr. Keim stated that employee safety is a major concern. Ms. Tyner updated the board on the status of work at the library. Employees have returned to work and have been split into two independently-operating teams working a maximum of 3 alternating days per week at the library. Employees working more than 3 days per week are working the rest of their hours at home. The library staff are now offering contactless holds for pick up by the general public. Currently, needed supplies and plexiglass barriers have been ordered and we are waiting on the installation to be completed. Ms. Tyner told the board that the staff were very grateful to the board for Emergency Closure Leave pay.

Ms. Stull said the safety measures plan was excellent. Dr. Benedicks asked what the library would do about patrons wearing masks. The library has the authority necessary to deny entry to non-mask wearers, however some people cannot wear masks due to medical issues. Dr. Benedicks asked what the children's librarians concerns for the future were. Ms. Tyner responded that there would be no public programs following reopening for a while. Online programs would continue to be offered in the future; the librarians would be making bags of library materials for curbside service available. Toys will remain limited or unavailable. Dr. Benedicks asked if we were boosting online programming while we wait to reopen. Ms. Tyner responded that the library staff were currently working on that.

Ms. Tyner said that a letter had been sent to the county commissioners to appoint Dr. Benedicks to the library board, and also to the county council to reappoint Mr. Keim. Mr. Hedrick of the Journal Review said that Dr. Benedicks had been formally appointed in the commissioners meeting this week. Ms. Tyner read a card created by Karen Record and library staff thanking the library board with deepest gratitude for the Emergency Closure pay.

**Public Comments:** No public comments.

**Adjournment:** Dr. Benedicks moved to adjourn the meeting, seconded by Ms. Stanley. The meeting was adjourned at 4:50 p.m.

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ATTEST: \_\_\_\_\_ Secretary