

Crawfordsville District Public Library Board of Trustees Board Meeting Minutes – June 11, 2020

Monthly Board Meeting for June

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 4:01 p.m. Trustees present virtually were Ms. Stull, Ms. Stanley; Ms. Brooks, Dr. Benedicks and Ms. Stocks. Library Director, Ms. Tyner and President Keim were present at the library building. Assistant Director, Ms. Wilson, and Mr. Nick Hedrick, reporter with the Journal Review, were present virtually.

Minutes: Ms. Stull made a motion to accept minutes from the May 14 monthly board meeting, seconded by Ms. Brooks, and the motion carried. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Ms. Stanley – yes; Ms. Brooks – yes; Dr. Benedicks – yes. Motion carried.

Mr. Keim expressed his condolences to Dr. Benedicks and family on the loss of her father-in-law, former CDPL board trustee Jim Cherry.

Ms. Stocks and Mr. Littell joined the meeting virtually.

Claims: Claims were presented of \$120,312.44 for the period of May 16, 2020 through June 15, 2020. Mr. Littell motioned to accept the claims, seconded by Ms. Stull. Motion carried. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Ms. Stanley – yes; Ms. Brooks – yes; Dr. Benedicks – yes; Ms. Stocks – yes; Mr. Littell – yes. Motion carried.

Ms. Stull asked how Summer Reading will be funded. This year, the cost of the Summer Reading program will be paid through the library's gift fund. Proceeds of future Library Book Sales will be deposited into this fund.

Committee Reports:

Main Street Board: Ms. Brooks provided the report from the May 18, 2020 meeting of the Main Street Board, held virtually. An Arbor day tree planting was held in honor of local essential workers. American Flags will be purchased to place downtown for Memorial Day. Lunch on the Plaza will be held on June 19 but without food service. July and August events are currently on hold. The full report will be included in the library minute book.

Park Board: Mr. Keim reported that no meetings of the Park Board have occurred due to the COVID-19 situation.

Personnel Manual Committee: No report this month.

Old business:

Ms. Tyner updated the status of services at CDPL. Curbside service and document delivery have begun, with appointments for public internet computers and research appointments to begin June 15 or 17. No date is currently set for reopening. Trustees Stull and Keim recounted their recent experiences with curbside service and noted the process went very smoothly and was easy.

Dr. Benedicks asked if the library could do something relating to the anti-racism protests, perhaps recommending some books on race relations. Ms. Tyner said that the library was currently working on presenting this information.

Mr. Littell asked how sanitizing was being handled with materials. Ms. Tyner said the returned items were being quarantined for 72 hours, then wiped down if visibly soiled.

Ms. Tyner discussed the Long Range Plan, which is reported on each June. She has reviewed the current plan and provided a summary for each objective. The plan will be reworked in the future, separating the state standard requirements in its own section, and ensuring that all objectives are measurable.

Mr. Littell stated that he had always had issues with the measurement of some objectives, and Ms. Stull said that the progress sounded wonderful.

Director's Report: Ms. Tyner presented her report of monthly statistics, and noting that although e-resource use had doubled since January, the statistics indicate that our county typically uses the physical collection and library building to a greater degree than e-resources. Great progress has been made in building maintenance during the closure, with deferred maintenance such as painting and other projects accomplished. Alterations to the facility related to COVID-19 have also been installed. The Pre-Budget Survey has been completed and submitted early. Ms. Tyner also noted that the public health emergency has been extended through July 4th, and that the managers continue to meet weekly via Zoom in order to continue to plan and make adjustments in plans as the staff and administration work toward reopening.

Financial Report: Financial reports were presented by Ms. Tyner with brief explanations. The balance of the appropriations after expenditures is at 61%, with approximately 58% of the fiscal year remaining, which is where we should be. LIT will continue to come in monthly, and she is hoping the property tax will come in as anticipated. Mr. Littell said he had heard that the payment will be on time and no shortfall was expected in this installment.

Ms. Stull asked about deficits appearing currently in the PERF and Friends Gift Funds. Ms. Tyner said that transfers may be made upon resolution at year end to balance funds still in a deficit. Mr. Littell said the PERF deficit is due to payroll and PERF submission being out of sync.

New Business:

Mr. Littell moved to approve the Resolution for Temporary Funds transfer to cover payment of the Lease payment and May payroll paid June 15. The motion was seconded by Ms. Brooks. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Ms. Stanley – yes; Ms. Brooks – yes; Dr. Benedicks – yes; Ms. Stocks – yes; Mr. Littell – yes.

Ms. Tyner stated that documents for signatures would be provided to the board members.

Ms. Stull motioned to accept a Resolution to Set the Non-resident Fee for 2020, seconded by Dr. Benedicks. This resolution was necessary to increase the current adopted fee by \$1 to \$64 per year. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Ms. Stanley – yes; Ms. Brooks – yes; Dr. Benedicks – yes; Ms. Stocks – yes; Mr. Littell – yes. Motion carried.

Mr. Littell moved to approve the Resolution to Establish a Capital Assets Threshold, seconded by Ms. Stocks. Ms. Stull asked for an explanation of this resolution. Ms. Tyner stated that the State Board of Accounts requires a threshold be set of a dollar amount of items that are tracked on a capital asset inventory. In our case, it will be items over \$5,000. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Ms. Stanley – yes; Ms. Brooks – yes; Dr. Benedicks – yes; Ms. Stocks – yes; Mr. Littell – yes. Motion carried.

Ms. Tyner updated the board on the trustee re-appointments. Mr. Keim's letter will be sent again to the County Council, and the County Commissioners will meet later in the month and should approve Mr. Littell's appointment.

Ms. Tyner postponed the discussion on the Polaris Library Management System until the next meeting.

Ms. Tyner informed the board about SEA 410 which goes into effect on July 1, 2020. In the future, we will have to determine the fiscal body each year, as the CNAV of the city/county are very close to 50/50% and the fiscal body would change depending on which has the highest assessed valuation. Section 5 requires adopting a policy for criminal background checks for adult employees and volunteers. Sections 6 & 7 allow children in foster care to receive a free or reduced cost library card.

Ms. Tyner provided the board with the DLGF budget calendar.

Ms. Stull expressed a desire to honor Mr. Jim Cherry's service and dedication to the board. Dr. Benedicks suggested adding to the collection in his name, and thanked the board for this sentiment. She remembered that the library was one of the first places he checked out and he enjoyed bringing his grandchildren to the library. Mr. Littell suggested a section of the book collections be named for Mr. Cherry. Ms. Tyner and Ms. Wilson agreed to research the proposal. Dr. Benedicks said that the family would be honored by the board's action.

Public Comments: Mr. Nick Hedrick stated that he had enjoyed getting to know Mr. Jim Cherry and passed his condolences to the board and to his family. Ms. Brooks shared that Mr. Cherry had been on the search committee for the new director and was a very good contributor, thrilled by how the search turned out. Mr. Hedrick asked how long Mr. Cherry had served. Ms. Brooks responded about 2 years.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Ms. Brooks. The meeting was adjourned at 4:55 p.m.