

Crawfordsville District Public Library Board of Trustees Board Meeting Minutes – July 16, 2020

Monthly Board Meeting for July

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 4:08 p.m. Trustees present virtually were Mr. Keim, Ms. Stull, Ms. Stanley, Mr. Littell, Ms. Brooks, Dr. Benedicks and Ms. Stocks. Library Director, Ms. Tyner, President Keim, and Assistant Director, Ms. Wilson, were present at the library building. Mr. Nick Hedrick, reporter with the Journal Review, was present virtually.

Minutes: Ms. Stull made a motion to accept minutes from the June 11 monthly board meeting, seconded by Mr. Littell, and the motion carried. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes.

Claims: Claims were presented of \$675,747.32 for the period of June 16, 2020 through July 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. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes.

Ms. Stull asked about the Tempus Nova claim for email accounts. Ms. Wilson explained that each account is less than ten dollars a month and that this was an annual expense.

Committee Reports:

Ms. Brooks reported on the June 15 meeting of the Main Street Board. The organization is working on the wayfinding grant, held Lunch on the Plaza in June, and reported that the Farmers Market is in business. The organization is working with CEL&P to replace the banners. The First Friday for August 7 has been canceled. The full report of the Main Street Board will be included in the library minute book.

Park Board: Mr. Keim reported that he did not attend the last meeting as it was scheduled while he was out of town.

Personnel Manual Committee: Business for this committee was conducted later in the meeting.

Old business:

Ms. Tyner reported that Mr. Littell and Mr. Keim have received their trustee appointments, and have 30 days to complete and file their paperwork.

Ms. Tyner updated the board on the library's re-opening progress, with the library open to the public for grab & go service. Appointments are required for computer use and research, with 45 minutes of service time and 15 minutes for staff to sanitize following the appointment.

Community meetings and programs will not happen through phase 4.5. Ms. Tyner will wait to ask the board to officially end the library's emergency closure status until the situation is more settled. Dr. Benedicks asked if visitors were respecting protocols to keep people safe, and Ms. Tyner responded that about half of visitors are wearing masks, but patrons are respectful. More plexiglass barrier has been ordered for the Reference desk.

Ms. Tyner presented Personnel Manual Revisions: Chapter 3 adds discipline as its own section; Chapter 7 changes continuing education reimbursements; and Chapter 11 makes minor changes in the arbitration policy and all employees will be required to sign. Ms. Brooks made a motion to approve the changes, and Ms. Stocks seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Stull wanted to note her appreciation of Ms. Tyner's input and her recognition of the necessary future evolution of the policies, and that Ms. Tyner will take care of future changes. She stated that it was phenomenal what Ms. Tyner has done.

Director's Report: Ms. Tyner presented her report of monthly statistics, noting that usage has increased a little since the prior month.

Ms. Rebecca Badertscher has resigned, and a hiring process has begun for the open position, as well as two open positions in the Ref/LH department.

Staff worked in two teams during June, with staff currently working a full Monday to Saturday schedule. The library is currently closed on Sunday due to staffing levels. Measures to protect staff and patrons have been implemented. Rick Ewoldt continues to address maintenance items.

Fund transfers were not necessary to cover last month's payroll as the tax payment was received in time.

Governor Holcomb has extended the public health emergency to August 3rd, which continues to allow library boards to meet electronically.

Financial Report: Financial reports were presented by Ms. Tyner with brief explanations. About 53% of the operating budget remains with about 50% of the year completed. The Lease/Rental and HVAC payments have been made. Mr. Littell stated that we have absorbed the COVID-19 expenses and have stayed within budget. The second half of the year will require adjustments, but Sunday closures help. Ms. Tyner noted the library has requested CARES Act reimbursement. It is unknown how much money is available for reimbursements.

New Business:

Ms. Tyner and Ms. Wilson met with Tim McCormick to sign a change of agent form for library health insurance. Forms to determine the estimated cost of IPEP health insurance are being completed.

Ms. Stull motioned to approve the slate of board officers for 2020-2021: Mr. Keim, President; Ms. Stull, Vice-President; Ms. Brooks, Secretary and Assistant Treasurer; and Mr. Littell,

Treasurer. Dr. Benedicks seconded the motion. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Mr. Littell motioned to approve Ms. Brooks' reappointment to the Crawfordsville Main Street board, with Ms. Stull seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Mr. Littell motioned to approve Mr. Keim's appointment to the Park and Rec Board with Ms. Brooks seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Mr. Keim mentioned that Ms. Terri Grant has been serving as the library board's liaison with the Friends of the Carnegie Museum organization, although she left the CDPL board several years ago. Ms. Grant's term is now up for the Friends board. Reports have not been submitted in the past to the CDPL board, and Ms. Tyner serves as an ex-officio member of the CMMC board. Ms. Stull suggested that Ms. Tyner be the only representative of the CDPL organization, and check back later to see if this is sufficient.

Ms. Tyner presented a record retention policy, which is suggested by the library liability insurance company. CDPL follows state guidelines, which are included in the library minute book. If a particular document is not covered in the state guidelines, county schedules are followed, also included in the library minute book. Ms. Stull moved to accept the policy as presented, with Mr. Littell seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented a resolution to set the fiscal body as the Montgomery County Council in the case of binding review. Mr. Littell motioned to accept the resolution as presented, with Ms. Stull seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented the estimates for the Library Integrated Library System, Polaris, in both hosted and in-house server scenarios. Library managers Angela White and Angela Clements as well as Ms. Tyner recommend hosted services. Ms. Stull recommended the library act on Ms. Tyner's recommendation. Ms. Brooks motioned to move to a hosted environment for the library ILS. Ms. Stocks seconded the motion. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented a resolution on book sale funds to deposit proceeds to the library gift fund. Ms. Stull motioned to accept the resolution with Mr. Littell seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented a list of proposed personnel changes, including adding a Reference/Local History Department Assistant Manager, as well as reinstating the IT Department with Ms. White as Department Manager. Ms. Stull moved to create the new position and fill it, seconded by Mr. Littell. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

The salary schedule was tabled until the next meeting.

Ms. Tyner informed the board that she would leave a packet at the Circulation Desk of action-related documents from the meeting packet. She asked that the board stop by over the next week to sign them.

Public Comments: There were no public comments.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Ms. Stocks. The meeting was adjourned at 5:05 p.m.