

Crawfordsville District Public Library Board of Trustees Board Meeting Minutes – August 13, 2020

Monthly Board Meeting for August

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, Mr. Littell, Ms. Brooks, Dr. Benedicks and Ms. Stocks. Ms. Tyner, library director, was also present virtually. President Keim, and Assistant Director, Ms. Wilson, were present at the library building. Mr. Nick Hedrick, reporter with the Journal Review; Mr. Andrew Lanam, Director of Public Finance with Stifel, Nicolaus; and Mr. Jimmy Shanahan, attorney at Taft, Stettinius and Hollister; were present virtually. Ms. Stanley was absent.

New Business:

Mr. Keim suspended the normal order to hear Mr. Lanam and Mr. Shanahan present preliminary information regarding the library's current debt. Mr. Lanam stated that a refinance of the current debt could save the library more than \$200,000. Mr. Lanam requested that engagement agreements be signed by Mr. Littell so actual figures may be prepared. Mr. Shanahan was also consulted previously on the HVAC financing issue and pointed out that the savings would be based on market rates, and that the term would not be adjusted, but that payments would be less. If decided, the CDPL board has to approve, the council will have to sign, and the holding corporation would also have to approve.

Ms. Stull motioned to accept the refinancing of the library debt at a lower rate. Mr. Littell seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Dr. Benedicks – yes. Motion carried.

The meeting returned to regular order.

Minutes: Ms. Stull made a motion to accept minutes from the July 16 monthly board meeting, seconded by Ms. Stocks 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; Dr. Benedicks – yes.

Claims: Claims were presented of \$136,035.46 for the period of July 16, 2020 through August 14, 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; Dr. Benedicks – yes.

Committee Reports:

Main Street Board: Ms. Brooks reported on the July 20 meeting of the Main Street Board, held at the Fusion 54 center. Membership revenue is reported to be only down by \$500 this year, attendance at the July 17th Lunch on the plaza was down, and the banners for Washington Street are being remade. Wayfinding signage is expected to cost about

\$286,000 but a Montgomery County Community Foundation grant request has been submitted. The full report of the Main Street Board will be included in the library minute book.

Park Board: Mr. Keim attended the August 12 meeting of the Park board at the city building. The pool is closed, and is ready for the Doggie Pool Party this weekend. The Seniors started back on August 3. A matching grant with the Montgomery County Community Foundation has been received for Sunshine Vans. The police department will use the dog park September 14-18, when it will be closed to the public during the day, but open in the evening. The Golf Course receipts in July were \$17,000 ahead of last year. 31 golf carts will be traded in and 35 new ones will be purchased.

Personnel Manual Committee: No report.

Old business:

Ms. Tyner presented a revised Mediation and Arbitration policy for the employee handbook, about which she consulted the library attorney, Ray Kirtley. Ms. Stull said the policy was very well written. Dr. Benedicks motioned to accept the mediation and arbitration policy as presented, seconded by Ms. Stull. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Dr. Benedicks – yes. Motion carried.

Director's Report: Ms. Tyner presented her report of monthly statistics, noting that usage continues to increase, as well as the gate count. Ms. Tyner noted that although curbside service is available, it has not been used since mid-July. Ms. Stull responded that the fact that time limits for visiting patrons are posted likely makes visitors feel more safe to come into the building.

Human resources update: Ms. Angela White has resigned, Ms. Mary Sloan has been hired for the circulation department, and Ms. Emma Lashley has been hired for the reference department. Another Reference/LH assistant position is still vacant. A current job search for the Assistant Manager of the Reference & Local History Department was opened to internal and external candidates in order to keep procedures consistent with previous searches.

Ms. Tyner noted that Governor Holcomb's public health emergency order has been extended to September 2, 2020, allowing the library board to continue to meet electronically through this date. Meeting rooms remain closed, and appointments are needed for computer use and local history assistance. The library remains closed on Sundays.

Ms. Tyner said a review of statistics indicated that in July, computer users were nearly 10% of our visitors, but that approximately 90% were browsing the library's collection. This is changed from the first three months of 2020, in which 37% of visitors were using programs, meeting rooms, and computers. At that time, approximately 63% of visitors were browsing the collection.

Upon hearing the resignation of Ms. Angela White, Ms. Stull requested that the minutes show that the CDPL board appreciates Ms. White's help during the transition of administration. Ms. Stocks added that Ms. White's behind-the-scenes work to support the need for expanded digital services during the COVID-19 pandemic was greatly appreciated.

Ms. Stull also stated that she wanted to recognize that the Youth Services and CMMC have done a great job with creating the packages-to-go for children. She found them just right for her granddaughter, and said that the effort shows the level that our employees go to in order to make things happen. She commends them for their efforts.

Financial Report: Financial reports were presented by Ms. Tyner with brief explanations. The financial picture is in good shape, with about 46% of the operating budget remaining with about 41% of the year yet to go. The Friends Gift Fund has a negative balance that will be resolved by year end with future deposits. Ms. Stocks asked Ms. Tyner about accepting public donations of materials. Donations are accepted and quarantined, in the same manner returned materials are handled, then taken to the Friends area for storage.

New Business:

Ms. Tyner presented a new security camera policy, but will be consulting the library attorney and the Indiana State Library attorney to review the section on law enforcement requests prior to adoption.

Mr. Littell motioned to table the policy until next month, with Ms. Stocks seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Dr. Benedicks – yes. Motion carried.

Ms. Stull motioned to join the Indiana State Library Consortium for public library internet access for July 1, 2021 through June 30, 2022. Ms. Brooks seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Brooks – yes; Ms. Stocks – yes; Dr. Benedicks – yes. Motion carried.

Refinancing of Lease and HVAC debt was addressed at the beginning of the meeting.

Ms. Tyner presented the 2021 budget draft, noting there will be further adjustments, depending on the outcome of the current search for the Reference/Local History Department Assistant Manager. An additional \$12,000 may be subtracted from the LIRF amount if needed, to cover the cost of benefits for an external hire. Further, budgets may change after the August 26 meeting with the Department of Local Government Finance representative.

Ms. Stull asked if the salary percentage of the budget was within the State Library proscribed amounts. Ms. Tyner replied that there is no proscribed amount, but that typically, library personnel costs are within 65-75% of budgets. Ms. Stull asked if a certain percentage must be spent on materials, and Ms. Tyner said that yes, at least 8% of the budget must be spent on the collection in order to meet state standards. The collection includes books, DVDs, CDs, microfilm, periodicals, e-formats, and databases.

Mr. Keim noted that a sign is down on the west side of the library parking lot due to the recent construction project extending the walking trail along Walnut Street. He will discuss with a city representative to see if it can be replaced. The benches beneath the library pavilion were vandalized with spray paint in the early morning hours of August 5. Mr. Rick Ewoldt is working on removing the paint.

Public Comments: There were no public comments.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Ms. Brooks. The meeting was adjourned at 4:48 p.m.