

Crawfordsville District Public Library Board of Trustees minutes, September 10, 2020

Public Hearing for Additional Appropriation

Vice President Stull called the public hearing on the proposed additional appropriation to refinance debt to savings to order at 4:00 p.m. There being no public questions or comments, Ms. Stull adjourned the meeting at 4:07 p.m.

Public Hearing for Proposed Estimated 2021 Budgets

Vice President Stull called the public hearing on the proposed estimated 2021 budgets to order at 4:08 p.m. Mr. Nick Hedrick, of the Journal Review, asked if the library anticipated asking for additional appropriations in the 2021 fiscal year. Ms. Tyner said no. He also asked if there were new additions to the 2021 budget. Ms. Tyner said that she made adjustments based on purchases from the previous year but that she doesn't believe there were new additions. There being no public questions or comments, Ms. Stull adjourned the meeting at 4:13 p.m.

Monthly Board Meeting for September

Vice President Stull called the monthly meeting of the Board of Trustees to order at 4:15 p.m. Mr. Littell was present virtually. Trustees present at the library building were: Ms. Stull, Ms. Stanley, Ms. Brooks, Dr. Benedicks and Ms. Stocks. Ms. Tyner, library director; Ms. Steelman Wilson, library assistant director, and Mr. Nick Hedrick, reporter with the Journal Review, were also present. Mr. Keim was absent.

Minutes: Ms. Brooks made a motion to accept minutes from the August 13 meeting as revised, seconded by Ms. Stanley. Motion carried.

Claims: Ms. Tyner presented claims of \$142,984.64 for the period of August 15, 2020 to September 15, 2020. Ms. Stanley motioned to accept the claims, seconded by Ms. Stocks. Motion carried.

Committee Reports: Main Street Board: Ms. Brooks reported on the August meeting of the Main Street Board. Sue Lucas reported that a grant from the MCCF has been requested for wayfinding. Next Lunch on the Plaza will be in September, and the Oktoberfest has been cancelled for 2020. The full report will be included in the library minute book.

Park Board: There was no Park board report.

Personnel Manual Committee: Ms. Tyner reported that the personnel manuals have been distributed to employees.

Old Business: Ms. Stull congratulated the Children's Department for doing a great job during the pandemic, including hosting the Wiggle and Giggle at Pike Place, offering take-home crafts, and other changes that have been made to continue to provide services.

Security Camera Policy: Ms. Tyner requested additional time to incorporate information provided by the library attorney, Mr. Ray Kirtley, into the security camera policy. The policy will be revisited next month.

Director's Report: Ms. Tyner reviewed the current statistics, noting the programming is continuing despite being limited to online presentations only. Angela White has left service with CDPL. The parking lot has been re-coated and striped. EdgeIT is going to be handling IT needs going forward on a trial basis. Purchase of cell phones for library long distance has already

saved the library money over AT&T. Ms. Tyner has requested a reimbursement grant for the library's initial purchase of acrylic barriers, which was awarded.

Ms. Stull asked about the current schedule with Sundays closed. Ms. Tyner said that although the library has been closed on Sundays, library staff have received no requests for the reinstatement of Sunday hours. Ms. Stocks mentioned meeting room business was once important on Sundays. With meeting rooms closed to the public, for the time being, the library will remain closed on Sundays.

Financial Reports: Ms. Tyner presented the financial reports with brief explanations, noting 39% of the budget is left to be expended, with office supplies, dues, and other advertising budget lines to be adjusted in the 2021 budget. Ms. Stocks asked about the progress of departmental budgets. Ms. Tyner has met with each departmental manager and given each the responsibility to manage a number of budget lines applicable to each department with set budgets for each.

New Business: Quotes/Proposals for Janitorial Services: Ms. Tyner presented three quotes for janitorial services. ServiceMaster of Crawfordsville, the current contractor, had provided janitorial services to CDPL for 5 years without raising their price. Ms. Brooks moved to accept the lowest bid from ServiceMaster of Crawfordsville, for \$5,000 per month for a period of 1 year. Ms. Stocks seconded. Motion carried.

Photocopier Leases: Ms. Tyner presented a proposal for Commonwealth Technology to provide a new solution for the library's photocopiers. The current lease ends in 18 months. The new proposal changes the copiers and includes a lower number of copies for a lower price of \$9,948 annual cost. The new price adds faxing capability to an additional copier. Analysis showed the library was currently paying for more copies than needed. Ms. Stanley motioned to accept the lease as presented, with Dr. Benedicks seconding. Motion carried.

Resolution Approving the Issuance and Sale of Refunding Bonds: To approve the refunding of the bonds and the refinancing in general for both the HVAC and lease for the library building. Ms. Brooks moved to approve, with Dr. Benedicks seconding. Motion carried.

Additional Appropriation Resolution: Ms. Stanley motioned to approve the Additional Appropriation Resolution with Ms. Stocks seconding. The motion carried.

Second Amendment to Lease between CDPL & Preservation Corporation and Crawfordsville District Public Library: Dr. Benedicks motioned to adopt, Ms. Stanley seconding. Motion carries.

Public Comments: No public comments.

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