

## **Crawfordsville District Public Library Board of Trustees minutes, October 15, 2020**

### **Executive Session**

The board met in executive session on October 15, 2020 at 3:45 p.m. via remote conference to discuss personnel matters noted under IC 5-14-1.5-6.1 (6) To discuss, before a determination, the individual's status as an employee. Trustees physically present at the library were Mr. Keim and Ms. Stocks. Mr. Littell, Dr. Benedicks, and Ms. Stull were present virtually. No other matters were discussed.

### **Monthly Board Meeting for October**

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 4:03 p.m. Mr. Littell, Ms. Stull, and Dr. Benedicks were present virtually. Trustees present at the library building were: Mr. Keim and Ms. Stocks. Ms. Tyner, library director, and Ms. Steelman Wilson, library assistant director were present at the library. Mr. Nick Hedrick, reporter with the Journal Review, was present virtually. Ms. Stanley was absent.

**Minutes:** Ms. Stull made a motion to accept minutes from the September 10, 2020 meeting as revised, seconded by Mr. Littell. Motion carried. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes. Motion carried.

**Claims:** Ms. Tyner presented claims of \$208,467.64 for the period of September 16, 2020 to October 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; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes.

**Committee Reports:** Main Street Board: Ms. Brooks has resigned from the library board, but submitted a written report on the September 21, 2020 meeting of the Main Street Board. The full report will be included in the library minute book. The library board then discussed the history of the appointment to the Main Street Board. Ms. Tyner will contact the Main Street organization for details and report back to the board. Dr. Benedicks asked if the board will recognize Ms. Brooks' library board service in some way, and Ms. Tyner said that she had contacted Ms. Brooks to find out authors and subject areas that interested her most. Ms. Tyner reported that her selected authors and topics, women's issues and racial injustice, will be researched in order to make library collection additions in Ms. Brooks' honor.

Park Board: Mr. Keim reported that the Park Board met on October 14, 2020. Mr. Keim reported that it has been a great year for the Crawfordsville Municipal golf course, which surpassed the last year's numbers in September this year. The discount for early purchase of annual passes has been discontinued, and the cost of passes will be raised \$30 per year next year. The Kathy Steele park contract has been awarded, and work will begin in a few weeks.

**Old Business:** There was no old business on the agenda, but in response to questions, Ms. Tyner discussed the current status of graffiti vandalism. The pavilion benches have been cleaned by both Rick Ewoldt, the library facilities technician, as well as ServiceMaster. The library portico area has had a couple new instances of graffiti in the last few weeks, which will be addressed soon.

**Director's Report:** Ms. Tyner reviewed the current statistics, pointing out that our circulation numbers are close to pre-COVID-19 levels, only down about 7% compared to this month last year. Mr. Bill Helling has resigned from his position at CDPL, but will volunteer in the future to manage the local history database. Ms. Denise Ducharme has resigned from her position at the Carnegie Museum. Ms. Tyner said that the library has been receiving great comments about adult programs including the nature programs offered by Ms. Stephanie Morrissette. Ms. Emma Lashley's voter's information display has also recently been praised by patrons.

Ms. Tyner reported that CDPL was awarded first place in the Journal Review's Best of 2020. Each department will be receiving the award plaque to display for a few weeks before rotating it to the next department.

Ms. Stull said that she noticed two recent special projects, the Carnegie Museum's postcard project, which made a museum display of postcards distributed in their recent activity kits, and the "Why I love my library" project organized by Shelbi Hoover. She thought it would be nice to find a way to share this project more broadly.

Ms. Tyner reported that she had talked to Mike Everett about opening the Friends book sale but he is not yet ready to do so.

Ms. Tyner recently met with staff regarding opening the meeting rooms, and several updates to the meeting room policy will need to be made. The updated policy will be presented next month. In-house programs are still on hold.

**Financial Reports:** Ms. Tyner presented the financial reports with brief explanations, noting 30.5% of the budget is left to be spent, and so the library is in good shape.

#### **New Business:**

The County Council has approved Mr. Jeff Mitchell for library board. His oath has been completed, and Ms. Tyner will schedule the board orientation session for him soon.

With the resignation of Ms. Brooks, the board has a vacancy for Secretary/Assistant Treasurer. Mr. Littell motioned to approve Ms. Stocks for this position, seconded by Ms. Stull. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes. Motion carried.

Mr. Littell motioned to approve a resolution to adopt the 2021 budgets. Ms. Stull seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented two quotes for the library's snow and ice removal. Price Lawn and Landscape submitted a bid that was \$265 lower per event than the library's current contractor, Turner's Lawn and Landscape. Mr. Keim recommended approving Price's bid. Mr. Littell moved to approve Price Lawn and Landscape as the new contractor. Ms. Stocks seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes.

Ms. Tyner reviewed the comparison between the IPEP and current Anthem insurance quotes. The IPEP quote is more expensive on nearly every front, though Ms. Tyner noted that it could

be used should the Affordable Care Act be rescinded and our current Anthem plan is no longer available.

A new policy adding short-term resident cards was reviewed by board members. Ms. Stull motioned to approve it, seconded by Mr. Keim. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes.

Ms. Tyner presented a proposal to transition a part-time library assistant position in the Reference Department, occupied by Shelbi Hoover, to full time and to update the occupant's position title to more accurately describe her role: Library Assistant/Digital Initiatives Assistant. Ms. Stull moved to approve the action, with Mr. Littell seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes.

The proposed holiday schedule was presented for the 2021 year. Ms. Stull motioned to accept the schedule as presented, with Dr. Benedicks seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes.

**Public Comments:** No public comments.

**Adjournment:** Dr. Benedicks moved to adjourn the meeting, seconded by Mr. Littell. The meeting was adjourned at 5:07 p.m.