

Crawfordsville District Public Library Board of Trustees minutes, November 12, 2020

Monthly Board Meeting for November

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.

Vice President Stull called the monthly meeting of the Board of Trustees to order at 4:01 p.m. Ms. Stull; Mr. Littell; Dr. Benedicks; and Ms. Stocks were present remotely. Ms. Stanley and Mr. Jeff Mitchell joined the meeting virtually after it began. 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. Mr. Keim was absent.

Minutes: Mr. Littell made a motion to accept minutes from the October 15, 2020 meeting seconded by Ms. Stocks. Motion carried. The roll call vote was as follows: Ms. Stull – yes; Mr. Littell – yes; Dr. Benedicks – yes, Ms. Stocks – yes. Motion carried.

Claims: Ms. Tyner presented claims of \$202,641.69 for the period of October 16, 2020 to November 13, 2020. Mr. Littell motioned to accept the claims, seconded by Dr. Benedicks. Motion carried. The roll call vote was as follows: Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes.

Committee Reports: [Ms. Stanley joined meeting virtually.] Ms. Stocks obtained the dates of upcoming Main Street Board meetings from Sue Lucas. Ms. Stocks suggested Ms. Tyner attend the meetings in the future to represent the library and meet others in the community. There was no Park Board report this month. Ms. Stull informed the board that Mr. Keim has had surgery and hopes to return for the board meeting in December.

Old Business: There was no old business.

Director's Report: Ms. Tyner reviewed the current statistics, pointing out that our circulation numbers are nearly back to pre-COVID-19 levels, only off by about 1,500 items. Ms. Stull thanked Ms. Tyner for her prudent approach to reopening the library in stages, and with appropriate care, noting that services are offered but safely.

Ms. Tyner reported that several books have been purchased in honor of Lucy Brooks' service on the CDPL Board of trustees.

Credit card detail has been added to the voucher list for greater transparency.

Many technology issues are being addressed right now. New copiers have been received, and a new telephone solution is being considered and proposals will be presented to the board next month. Ms. Stull requested that Angela Clements be told that the board appreciated her work on the Polaris upgrade and migration to a hosted environment. Software is being purchased to upgrade our lighting controller.

Ms. Tyner has completed the 2021 budget document upload. Evaluations have been completed for all employees but three. Public computers are now available on a walk-in basis. Ms. Stull noted that the Pumpkin Character contest was very fun. The YS department did a great job and

incorporated online voting in determining the winner, and she wanted the YS department to be thanked for their work.

Financial Reports: Ms. Tyner presented the financial reports with brief explanations, noting 22.2% of the budget is remaining, and only one twelfth of the year left to go. Ms. Tyner has received the \$1400 CARES reimbursement grant check for the acrylic partitions at the public service desks.

New Business: Ms. Tyner presented a new volunteer policy for board consideration. Dr. Benedicks motioned to accept the new policy, seconded by Mr. Littell. The roll call vote was as follows: Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks -- yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

[Mr. Mitchell joined meeting virtually.] Ms. Tyner presented a meeting room policy that had been tweaked for COVID-19 issues, adding a coronavirus guidelines section, removing food and drinks, and examining air circulation and sanitation procedures. Mr. Littell asked if the no food policy would be temporary, and Ms. Tyner responded that yes, it would be. Dr. Benedicks motioned to approve the changes in the meeting room policy, seconded by Ms. Stanley. The roll call vote was as follows: Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes, Mr. Mitchell – yes. Motion carried.

The board members introduced themselves to the newest trustee, Mr. Jeff Mitchell. Ms. Stull and the other trustees welcomed him to the board.

Public Comments: No public comments.

Adjournment: Mr. Littell moved to adjourn the meeting, seconded by Dr. Benedicks. The meeting was adjourned at 4:38 p.m.