

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

Monthly Board Meeting for December

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 4:04 p.m. Ms. Stull; Ms. Stanley; Mr. Littell; Dr. Benedicks; and Ms. Stocks were present remotely. President Keim; 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. Mitchell was absent.

Minutes: Ms. Stull made a motion to accept minutes from the November 12, 2020 meeting seconded by Ms. Stanley. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Claims: Ms. Tyner presented claims of \$561,498.84 for the period of November 17, 2020 to December 15, 2020. Mr. Littell motioned to accept the claims, seconded by Ms. Stocks. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Committee Reports: Ms. Tyner will follow up with Sue Lucas about the possibility of attending Main Street Board meetings in lieu of a CDPL board member. Mr. Keim reported that the Park & Rec Board did not meet this month and in the future, meetings will be held virtually until the pandemic ends.

Old Business: Ms. Stull mentioned that she had noticed that the phone system greeting still contained the former director's name and information. Ms. Tyner had already changed it during the week preceding the board meeting.

Director's Report: Ms. Tyner reviewed the current statistics, observing that circulation numbers were still relatively close to numbers from this month last year and five years ago. Gate counts continue to be lower than the pre-COVID numbers.

The Reference/Local History Department Assistant Manager job description has been finalized and the position will be posted again soon. Ms. Toni Woodall has been hired as an assistant at the Carnegie Museum.

Quotes have been requested to fix a broken clearstory window resulting from vandalism plus a number of windows whose seals have failed over the years. The lighting controller has been upgraded to new software that allows for remote configuration.

Virtual programs, outdoor programs, and take-home kits are going very well while onsite library programs are not able to be conducted. The appointment approach is going very well for Local History and Genealogy services, and Dellie is seeing an increase in appointments made.

Financial Reports: Ms. Tyner presented the financial reports and reviewed the fund transfers necessary if anticipated property tax revenues were not received soon. 14% of the budget remains for the year. Ms. Tyner added a November receipt listing to the board packet of information which included CARES Act funding, Friends of Carnegie Library Book sale proceeds, Junior Library Guild refund, and LIT receipts. CVET & FIT installments were received in December.

New Business: Ms. Tyner presented a resolution for temporary transfer of funds. Ms. Stull motioned to approve the resolution with Mr. Littell seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented the final draft of the security camera policy after review by Mr. Ray Kirtley, library attorney. The policy determines a number of concerns including privacy, data storage, and access issues. Ms. Stull said the policy was well done. Mr. Littell motioned to approve the policy as presented, with Ms. Stull seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented the board with the 2021 salary ordinance. Ms. Stull motioned to approve the ordinance with small adjustments with Ms. Stanley seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented proposals on a new telephone system. Ms. Stull motioned to accept the proposal made by EdgeIT. Ms. Stocks seconded. After a board member asked about the timeline of the project, Ms. Tyner said it would be the first quarter of next year when the system would be installed. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented a proposal that was quoted by Bacon & Van Buskirk in Champaign, Illinois to replace the 13 library clearstory windows. Another quote had been requested but did not arrive prior to the board meeting. Ms. Stull motioned to accept the proposal, seconded by Ms. Stanley. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented a proposal by Ms. Burkhart, CMMC Curator, to close the museum on December 23, December 26, December 30 and January 2 to keep employees and the public safe from a surge in visits during the winter holiday break while COVID numbers are increasing in the community. Ms. Stull motioned to accept the motion, seconded by Dr. Benedicks. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Ms. Stanley – yes; Dr. Benedicks – yes. Motion carried.

Ms. Tyner presented a revised COVID-19 Safety Measures Plan.

Ms. Stull wanted to thank Ms. Guckes, Circulation Department Manager, and the library managers for placing employees' goals into the BambooHR system. Ms. Stull also was pleased by the uptick in YS teen programs.

Dr. Benedicks congratulated Ivette de Assis-Wilson, Reference Department Manager, on attaining her library certificate 5.

Mr. Keim thanked the board for the card he received from them following his surgery.

Public Comments: No public comments.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Ms. Stanley. The meeting was adjourned at 5:01 p.m.