

Crawfordsville District Public Library Board of Trustees minutes, February 11, 2021

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.

Monthly Board Meeting for February

President Keim called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present virtually were Mr. Keim, Ms. Stull, Ms. Stocks, Mr. Littell, Ms. Stanley, and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, assistant library director; were present at the library. Mr. Mitchell was absent.

Minutes: Mr. Littell made a motion to accept minutes from the January 14, 2021 meeting seconded by Ms. Stull. 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 \$149,587.04 for the period of January 16, 2021 to February 25, 2021. 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 reported that she attended the Main Street Board meeting virtually and reported there were 5 new officers. Mr. Keim was unable to attend the Park and Rec Board meeting held February 10, but he reported that bids are being sought for constructing the canoe launch. Approval from the DNR has been received, and the board expects the construction to begin within the next month.

Old Business: No old business.

Director's Report: Ms. Tyner noted that the circulation statistics are still down, but should begin to rise now that the library building has reopened to the public.

Ms. Tyner is preparing the Indiana Public Library Annual Report. Ms. Steelman Wilson will be preparing the reimbursement CARES Act mini-grant for \$2000 for the library's PPE.

The second round of interviews for CMMC Curator position will begin soon. The Reference/LH Assistant Manager position should be filled soon.

The Anthem Health Insurance plan will be renewing while Ms. Tyner continues to look for alternatives.

Generator quotes are being sought to provide economical backup capacity.

New software to make room reservations and schedule events has been purchased and is being set up.

Ms. Tyner has completed the 100R, which has been submitted. The Debt Management Report has also been submitted.

Ms. Stull told Ms. Tyner that she enjoys the variety of library staff articles published in the Journal Review and requested that her gratitude be relayed to the employees responsible for these ongoing efforts.

Mr. Littell mentioned that he had received a call from the Rotary Club requesting information about the reopening of meeting rooms. After some discussion, it was determined that it is currently not possible to predict when and how meeting rooms will be opened to the public.

Ms. Tyner attached a collage thank you note created by a grateful patron during a library program. The patron requested that it be shared with every CDPL staff member. Ms. Stull commented that the thank-you note was extremely clever.

Financial Reports: Ms. Tyner presented the financial reports for the first month of 2021, noting that the Wages of Janitors expense would be moved to the Salary of Assistants line in the future.

New Business: Ms. Tyner presented an updated patron privacy policy, which the library attorney, Ray Kirtley, had reviewed. Ms. Stull motioned to adopt the updated privacy policy. Ms. Stocks seconded the motion. 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 resolution to move the previously transferred proceeds of the library book sale previously under the custody of the Friends of the Carnegie. These funds were initially deposited into the Gift Fund and the request was to transfer them to the library fund which is named the Friends Gift Fund. Ms. Stocks motioned to make the transfer, with Dr. Benedicks 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.

The board tabled the discussion on the Medical Leaves of Absence and Leaves Without Pay until next month's meeting, pending further information on the FMLA.

Dr. Benedicks asked if the library book drop was still closed. Ms. Tyner explained that because we are not handling returned materials until the 3-day quarantine period was completed, we are not able to use the bookdrop. The library has only 1 cart for the book drop.

Public comments: No public comments.

Adjournment: Dr. Benedicks motioned to adjourn at 4:44 p.m.