

Crawfordsville District Public Library Board of Trustees minutes, March 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 March

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

Minutes: Ms. Stull made a motion to accept minutes from the February 11, 2021 meeting seconded by Mr. Littell. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes. Motion carried.

Claims: Ms. Tyner presented claims of \$177,898.70 for the period of February 15 to March 15, 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, Mr. Mitchell -- yes. Motion carried.

Ms. Stull asked about the high cost of the regular AT&T service. Ms. Tyner said the AT&T bill will be lowered once EdgeIT implements the new phone service, which is expected soon.

Committee Reports: Ms. Tyner reported that she spoke to Ms. Lucy Brooks, former library trustee, regarding the history of the library representation on the Main Street Board. Ms. Brooks said that Main Street bylaws include an appointed board member from the library board to serve as an ex-officio member of the Main Street Board. Ms. Stull will contact the Main Street organization to determine what needs to be done. Mr. Keim reported that a disc golf fundraiser raised \$1400 for the FISH pantry. Gymnastics was a very popular offering, with all classes full. The Park & Rec board sought bids for the Canoe Ramp. Price Excavating received the contract.

Old Business: No old business.

Director's Report: Ms. Tyner noted all state reporting has been completed with the Indiana Public Library Annual Report and the Annual Financial Report filed on time.

Two lengthy hiring processes have been recently finished, with Amanda Grossman joining CDPL as the Assistant Manager of the Reference & Local History Department, and Ashley Hannum taking the Curator position at the CMMC. Ms. Grossman began her work on March 1st, with Ms. Hannum expected to start on April 5.

A number of facilities issues are pending, and a new problem with a leak in the portico was noticed today. Blackmore & Buckner are already addressing the issue. Bacon & Van Buskirk should begin work on the windows in the clearstory this spring.

Official e-mail addresses have been established for all staff members.

The county remains in COVID-19 yellow status, with the building open but hours still limited at the library, and employees working in teams.

Financial Reports: Ms. Tyner presented the financial reports for February of 2021, noting a few adjustments need to be researched. The current bank balances appear not to be updated. Also, the Wages of Janitors expense will be moved to the Salary of Assistants line in the future. Pam Switzer, the library's bookkeeper from Gamble, Richardson is looking into needed changes.

New Business: Ms. Tyner presented the reports for the IPLAR and AFR for fiscal year 2020 for the board's review. She pointed out a change from the prior year: prior years reported capital revenues as operating revenues. This has been corrected this year. Also, the IPLAR gathered information this year on virtual programming & make & take programs, which have not previously been gathered.

Ms. Tyner presented generator options including repair of the existing generator, replacement with a new diesel generator, or replacement with a new natural gas generator. After discussion, Mr. Littell motioned to repair the existing generator, seconded by Ms. Stull. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Mr. Mitchell -- yes. Motion carried.

Mr. Keim presented quotes for mowing and landscape maintenance from Evergreen Nursery & Landscape, Price Lawn & Landscape, and Sugar Creek Lawn. Ms. Stull motioned to offer the contract to Price for lawn and landscaping this year. Ms. Stocks seconded the motion. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Mr. Mitchell -- yes. Motion carried.

Ms. Tyner presented a Medical Leaves of Absence revision to add dependents and household members of an employee. Ms. Stull motioned to accept the change in the medical leave to include dependents and household members, seconded by Mr. Littell. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Mr. Mitchell – yes. Motion carried.

Ms. Tyner presented a revision to the Leaves without Pay policy, removing the reference to the FMLA, for which employees of the library are ineligible because of the number of employees at the library. Mr. Littell motioned to accept the revision, with Ms. Stocks seconding. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Mr. Mitchell -- yes. Motion carried.

Mr. Keim asked the other trustees for names of potential replacements for Ms. Stanley, who has resigned from the library board.

Ms. Stull suggested that the next meeting be in person, possibly at the CMMC, to meet the new curator. After some discussion, Ms. Tyner will ask the new curator whether she would prefer to host the board meeting in April or May. Ms. Tyner mentioned that there may be an open house hosted during the last two weeks of April to meet the new curator.

Public comments: No public comments.

Adjournment: Mr. Littell motioned to adjourn, with Ms. Stull seconding. The meeting adjourned at 4:53 p.m.