

Crawfordsville District Public Library Board of Trustees minutes, April 8, 2021

Monthly Board Meeting for April

President Keim called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Stull, Ms. Stocks, Mr. Littell, President Keim, and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Mr. Nick Hedrick, Journal-Review reporter, and Ms. Nancy Bennett, League of Women Voters observer, also attended the meeting. Trustee Mr. Mitchell was absent.

Minutes: Ms. Stull made a motion to accept minutes from the March 11 meeting, seconded by Ms. Stocks. Motion carried.

Claims: Ms. Tyner presented claims of \$166,880.66 for the period of March 16 to April 15, 2021. Mr. Littell motioned to accept the claims, seconded by Ms. Stull. Motion carried.

Committee Reports: Ms. Tyner contacted the Main Street organization and was told that they would meet regarding Ms. Tyner being placed on the board as an ex-officio member. A representative from the Main Street board will contact Ms. Tyner at a later date. Ms. Stull added that they also are going through their strategic planning process, which is taking their focus at this time. Mr. Keim reported that the next Park & Rec board meeting will be held next week.

Old Business: Ms. Tyner presented two quotes for generator repair, one of which had been received since the last board meeting. There was discussion of the differences between the quotes. Ms. Stull moved to accept the Indiana Power quote for \$4,963.94, seconded by Mr. Littell. Motion carried.

Director's Report: Ms. Tyner reviewed the library's rising circulation statistics. The new Carnegie Museum Curator, Ms. Ashley Hannum, has been hired and began her duties on April 5. Ms. Blanton, CMMC assistant, has resigned her position.

Ms. Tyner met with the DLGF representative as part of the pre-budgeting process. Our bi-annual SBOA audit will begin this summer, possibly in July.

Ms. Stull asked who was responsible for the library's gallery. Ms. Tyner responded that Ms. Toni Ridgway-Woodall, a part-time CMMC employee and artist, has taken this responsibility.

Ms. Stocks asked about whether the staff have any anxiety about the governor rescinding the mask order. Ms. Tyner responded that some staff have expressed concerns, and signage has been changed to encourage mask wearing. Dr. Benedicks asked whether it is a good or bad idea to have the board create a mask mandate, and Ms. Tyner responded that it has both good and bad outcomes possible. Ms. Tyner reported that the declining infection numbers will help allay concerns. Library staff had also received a concern from a patron about mask wearing in the library.

Financial Reports: Ms. Tyner presented the financial reports for March of 2021. In moving funds from the Gift Fund to the Friends Gift Fund, an error was made and the book keeper will fix on the next visit. Ms. Tyner expressed some concerns about the Fax fund. Currently disbursements made for the fax costs to AT&T outweigh the amount being collected. She noted the imbalance may be resolved after the phone project is completed. The repair and maintenance supplies line of the appropriation report is completely expended, with a current

negative balance. Ms. Tyner will review this fund's disbursements. The negative balance in the public notice budget line is related to publication for the bond issue.

New Business: Ms. Tyner reported that she had contacted the Southmont School board to ask that Ms. Machel Helms be appointed to the library board. The school board will meet on the 12th of April. If appointed, Ms. Tyner will provide her with board orientation during the last week of the month.

Mr. Keim requested that the other board members begin thinking of some candidates so that there is a pool of potential replacements in the future.

Ms. Tyner presented the Service and Replacement Fees Policy, noting that the list of Reference and Local History fees needs to be reconsidered. She will update the board on this matter next month.

Mr. Keim suggested re-examining the fax fee given the current imbalance. Ms. Stull noted that local businesses generally charge \$1 per page, which is what our current fee is. Mr. Littell suggested using the operating fund temporarily for fax expenses, and in the future the balance should be restored.

Dr. Benedicks requested clarification on the current status on overdue fees. Ms. Tyner said that although no overdue fees are charged, the library continues to charge replacement costs.

Mr. Littell requested clarification on the meeting room fees. There is a \$25 fee for each situation noted in the policy. The maximum charge would be \$75.

Ms. Tyner presented the meeting room policies, and informed the board that the staff are currently working in teams from 9 a.m. to 7 p.m. Monday through Thursdays. Dr. Benedicks asked with the current CDC information on transmission of surfaces if continuing to quarantine materials was necessary. Ms. Tyner explained that OCLC's REALM studies were used in determining the current quarantine period, and she intends on discussing this with managers next week. Dr. Benedicks said the actual handlers of the potentially infectious material should decide whether they felt safe.

Ms. Tyner updated the board on the current meeting room situation. A Zoom-based "Talk to a Lawyer" event took place earlier that day. This potentially will become a monthly event that will remain Zoom based for the next few months at least.

Groups are requesting a status on the ability to use meeting rooms. Mr. Keim said the Health Department is recommending continuing to follow 6-foot social distancing guidelines and county color-coded meeting guidelines. Ms. Tyner requested board input on meeting room policy. The COVID-19 policy adjustments do not permit food to be served. New signs will be posted in the building recommending mask wearing now that the state mask mandate has been rescinded. The board supported Ms. Tyner's proposal to use the COVID-19 policy version when meetings are restarted.

Ms. Stocks noted that the Farmers Market will begin on May 1st. The library has had no problems with the Pike Street entrances/exits being blocked by the market.

Public comments: Ms. Stocks shared that the paramedics from the fire department are doing COVID-19 shots in homes for those residents who cannot get out. A bookmark was created for the library's homebound patrons to ensure they knew the service was available.

Ms. Bennett expressed that she was happy she could rely on the library to provide access to books throughout the pandemic. She said it had been wonderful and ran very smoothly. She felt it was like a lifesaver for her.

Ms. Stull mentioned the historical fiction novel, *The Paris Library*, about the American Library in Paris kept open during the occupation. She said the CDPL library staff likewise kept this library open and that "We're all grateful." Ms. Tyner credited the staff for ensuring borrowing continued during the pandemic.

Mr. Keim thanked Mr. Hedrick and the Journal-Review for assisting with getting word out to the public throughout the pandemic and in other cases.

Adjournment: Dr. Benedicks motioned to adjourn, with Mr. Littell seconding. The meeting adjourned at 4:56 p.m.