

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

Monthly Board Meeting for July

President Keim called the monthly meeting of the Board of Trustees to order at 4:03 p.m. in the Donnelley Room. Trustees present were Mrs. Helms, Ms. Stocks, Mr. Littell, President Keim, and Dr. Benedicks. Mr. Mitchell was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Ms. Marilyn Smith attended.

Minutes: Mr. Littell made a motion to accept minutes from the June 10 meeting, seconded by Dr. Benedicks. Motion carried.

Claims: Ms. Tyner presented claims of \$632,763.55 for the period of June 16, 2021 to July 15, 2021. Mr. Littell motioned to accept the claims, seconded by Ms. Stocks. Motion carried.

Committee Reports: Ms. Tyner's first Main Street Meeting was canceled. She will attend the next meeting. Mr. Keim reported that the Park Board will meet next week.

Old Business: Ms. Marilyn Smith awaits appointment by the Crawfordsville Community School Corporation, expected at today's school board meeting.

Director's Report: Ms. Tyner reported that the circulation numbers continue to rise, although some metrics remain at lower than pre-pandemic levels. Meeting rooms are open, and the library asks for social distancing throughout the library, including the meeting rooms. The Kiwanis will resume meeting in the Donnelley Room and Room B in August.

Dr. Benedicks asked about the social media policy status. Ms. Tyner will submit to Mr. Kirtley to review before bringing it before the board.

Ms. Tyner is currently conducting interviews with Ms. Hannum of the CMMC for a museum educator. Ms. Stocks asked about the position, which Ms. Tyner said was advertised as a part-time position.

The phone project has advanced, and we are waiting for AT&T to port the phone numbers.

The first "Friends of the Library" book sale was June 12. The next is July 10.

Ms. Tyner presented an updated staff list with photographs to the trustees.

Financial Reports: Ms. Tyner presented the financial reports for June of 2021. The temporary transfer from LIRF was done, but returned when the June tax distribution was received. Mr. Littell discussed transferring money to the fax fund. The Operating Fund has 51% left to be expended for the year with 50% of the year completed. Dr. Benedicks asked the reason the library had three banks. Mr. Littell explained the recent history of the library's banking, noting that it may be time to consider a different approach for money market balances. Ms. Tyner said several categories of spending are above anticipated levels this year, but these are necessary expenses, such as tools and equipment for our facilities technician. The negative balance in the Hoosier Heartland State Bank account is not accurate, but the amount of the deposit was not available to the book keeper when the report was produced.

New Business: Ms. Tyner presented information about the new Cyber Incident Reporting Law. No action was needed on this matter.

Ms. Tyner presented proposals from Mora Concrete and Fishero & Fishero to remove river rock between the curb and sidewalk on the west side of the library. Ms. Tyner told the board that she feels the rock is a liability for staff safety, and also poses a vandalism risk to the building. Ms. Tyner recommended the option 2 on the Fishero proposal also be included, to remove a strip of river rock near the staff entrance ramp. Mr. Littell suggested that the board see if Mora Concrete could update its proposal to also address this area. Dr. Benedicks motioned to request the Mora quote be updated, and if not, to accept the Fishero quote at the next meeting. Mr. Littell seconded the motion, and the motion carried.

Mr. Keim proposed moving the September board meeting and 2022 public budget hearing to September 23. The board members approved by consensus.

Mr. Littell motioned to approve the updated COVID-19 Safety Measures Plan provided by Ms. Tyner to reflect updated OSHA guidance. Dr. Benedicks seconded the motion, and the motion carried.

Public comments: No public comments.

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