

Crawfordsville District Public Library Board of Trustees minutes, August 12, 2021

Monthly Board Meeting for August

President Keim called the monthly meeting of the Board of Trustees to order at 4:01 p.m. in the Donnelley Room. Trustees present were Mrs. Helms, Ms. Stocks, Mr. Littell, President Keim, Mr. Mitchell, Ms. Smith, and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Staff member Shelbi Hoover attended the meeting as a member of the public. Beth Daniel Lindsay, another member of the public, joined the meeting after it had started.

Minutes: Dr. Benedicks made a motion to accept minutes from the July 8, 2021 meeting as corrected, seconded by Ms. Stocks. Motion carried.

Claims: Ms. Tyner presented claims of \$143,030.08 for the period of August 1, 2021 to August 13, 2021. Mr. Littell noted that the claims total is several hundred dollars too high because of prior payments included in a Baker and Taylor invoice, but it will be corrected and adjusted next time. Mr. Littell motioned to accept the claims, seconded by Mr. Mitchell. Motion carried.

Committee Reports: Ms. Tyner attended the Main Street Board meeting. The Main Street Board has completed their strategic plan; tallied that there are currently 112 members, with 22 new members; and will sponsor the Chamber of Commerce's "Build Back Better" workshop on August 31. Mr. Keim reported that the Park Board did not meet due to lack of an agenda.

Old Business: Mora Concrete has submitted an updated quote of \$3,342 for removing river rock and replacing with concrete behind the library. Fishero & Fishero, Inc. submitted a quote of \$4,546. Dr. Benedicks motioned to accept the quote from Mora Concrete, with Mr. Littell seconding. Motion carried.

Ms. Tyner presented a Memorandum of Understanding between the CDPL Board of Trustees and the Friends of the Carnegie Museum of Montgomery County. Library Attorney Mr. Ray Kirtley had already reviewed the MOU. Mr. Littell noted it was not clear whose budgets were being referenced, and requested it be expressed more specifically in the document. Ms. Stocks said that the MOU did not express time limit under one bullet point. Ms. Tyner will meet with Ms. Hannum to refine the MOU further. Mr. Littell motioned to table the item until next month, seconded by Dr. Benedicks. Motion carried.

Dr. Benedicks verified with Ms. Tyner that the COVID-19 Safety Measures plan was approved at the last meeting before the COVID-19 resurgence and that the plan could be revised as needed. Mr. Keim recounted community concern regarding masking at the library, and said the board@cdpl.lib.in.us email address is not working and EdgelT had been consulted. Dr. Benedicks suggested putting board members' personal emails on the website as a workaround. Mr. Keim handed out copies of four emails written by community members requesting that masks be required at the library. The board took time during the meeting to review these emails. Board members expressed concern for safety of staff members and public. Ms. Tyner stated that the last e-mail communication with staff instructed unvaccinated members of staff to wear masks. Vaccinated members of staff were able to decide whether to wear a mask, unless they were less than 6 feet away from someone, in which cases masks were needed. Dr. Benedicks brought up the subject of a mask mandate. There was much discussion following. Staff member Ms. Shelbi Hoover recounted her experiences with having unmasked patrons to assist, and community member Ms. Beth Lindsay spoke in favor of requiring masks. Dr. Benedicks said there were two issues to act upon, to update the COVID-19 plan, and to discuss a mandate for

masks for all regardless of vaccination status. Mr. Mitchell spoke saying that science is not clear on how it is spread, and that only some masks mitigate spread. Dr. Benedicks disagreed, saying science is clear on masks. Dr. Benedicks made a motion to require masks for all patrons, two years old and older, regardless of vaccination status unless they have a medical condition, effective immediately, and that the library will follow the CDCs mask guidance for transmission level. Ms. Stocks seconded. There was further discussion. Mr. Littell requested a roll call vote. Voting was as follows: Mr. Keim, Yes; Dr. Benedicks, Yes; Mr. Littell, No; Ms. Stocks, Yes; Mr. Mitchell, No; Mrs. Helms, No; Ms. Smith, Yes. Motion carried on a 4-3 vote.

Ms. Tyner said the COVID-19 Safety Measures Plan will be revised in light of the high community transmission status and the current availability of vaccines. Although the plan currently calls for closing in red status, Ms. Tyner stated the library building is very large, and the library has a variety of protective measures now in place including HEPA furnace filters, and acrylic barriers at desks. If enough employees get sick that it limits public desk scheduling, open hours may be limited. Mr. Keim asked for a motion to revise the red and orange library services levels in the COVID-19 plan. Dr. Benedicks motioned to update safety measures plan to allow the library to remain open if red. Ms. Stocks seconded. Motion carried.

Director's Report: Ms. Tyner reported usage statistics, and updated the board that the second floor cracking is due to shrinkage in the concrete, not a structural problem. Rick Ewoldt, the library facility technician, is working with Theresa to move the Reference desk into the center of the floor to cover the majority of the cracks. Further action will be taken to correct the cracked area that remains accessible to the public.

Ms. Tyner and Ms. Hannum have been interviewing candidates for the Museum Educator position, and Trevor Billings has been hired. Janene Plunkett has left library employment, Brenda Lovold has been hired in Circulation.

Ms. Tyner will soon meet virtually with the DLGF representative on the library's 2022 budget.

Friends of the Library book sale collected \$710 in sales.

Financial Reports: Ms. Tyner presented the financial reports for July, 2021. Ms. Tyner noted the receipt of the \$2000 CARES grant. The library book sale has restored the Friends Gift Fund to a positive balance. Ms. Tyner consulted the SBOA regarding the deficit in the fax fund. The operating fund will be used to pay the fax-related bills until the fax fees can accumulate to eliminate the deficit, then the fund will be closed. Ms. Tyner reported that the Operating Fund has 43.5% left to expend this year, and 41.6% of the year has passed.

New Business: Ms. Tyner presented a resolution for joining the Indiana State Library Consortium for Public Library Internet Access. Ms. Stocks motioned to join the consortium, seconded by Dr. Benedicks. Motion carried.

Ms. Tyner requested permission to pursue a MCCF grant that could pay for the first year's software licensing of a community calendar, which has been determined to be a community need. Mr. Littell motioned to approve the request, seconded by Dr. Benedicks. Motion carried.

Ms. Tyner presented the 2022 Budget proposal. Mr. Littell motioned to approve, seconded by Mr. Mitchell. Motion carried.

The resolution to set the fiscal body will be presented next month.

A Social Media Policy was presented for board consideration. Ms. Tyner had submitted the policy to Mr. Ray Kirtley for his approval prior to the meeting. Dr. Benedicks motioned to accept the Social Media Policy, seconded by Mr. Littell. Motion carried.

Ms. Tyner presented the Internet and Computer Use Policy, which had been reviewed previously by Mr. Kirtley. Dr. Benedicks motioned to accept the policy as presented, seconded by Mrs. Helms. Motion carried.

Public comments: No public comments.

Adjournment: Dr. Benedicks motioned to adjourn. The meeting adjourned at 5:40 p.m.