

Crawfordsville District Public Library Board of Trustees minutes, October 14, 2021

Monthly Board Meeting for October

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 Ms. Smith, Mrs. Helms, President Keim, Mr. Littell, Dr. Benedicks, and Mr. Mitchell. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Ms. Stocks was absent. Ms. Nancy Bennett was present as a League of Women Voters observer.

Minutes: Mr. Littell made a motion to accept minutes from the September 23 meeting, seconded by Dr. Benedicks. Motion carried.

Claims: Ms. Tyner presented claims of \$207,601.33 for the period of September 10, 2021 to October 14, 2021. Dr. Benedicks motioned to accept the claims, and Mr. Littell seconded. Motion carried. Ms. Tyner pointed out that the blank entry at the end of the claims was probably due to the closure of an account at PNC, but she will verify with the book keeper.

Committee Reports: Ms. Tyner said that the Main Street Board has not met since the last library board meeting but meets on October 18th. Mr. Keim reported that the Park Board met on October 13th. The registration for the Thanksgiving Pie Run opened on October 1. The Sunshine Van service is seeking a \$25,000 grant from MUFFY for operational costs. An anonymous private donor will give funds to improve the North Side Park on North Grant and Spring Street.

The regular order of business was changed to hear Old Business following the New Business.

Director's Report: Ms. Tyner observed that the circulation numbers were down a bit, which is typical for September. Mr. Littell asked about 2019 gate counts. Ms. Tyner said she would bring a comparison to the next meeting.

Ms. Tyner requested input from the board regarding a request from Artist Mason Archie to exchange his painting now owned by CDPL, Maui at Dusk, for another painting, Morning on White River at Coffin Golf Course. Mr. Littell initially suggested hiring an appraiser, then Ms. Bennett proposed asking local artist Jerry Smith for his opinion. Mr. Keim will contact Mr. Smith to see if he is willing to offer his insight. Ms. Tyner also noted a need for an increase in Fine Arts insurance coverage, and is waiting for specifics from the insurer.

Ms. Tyner reported that the phone installation had been completed, and that the public address system had been installed. Only small adjustments remain to be done.

Financial Reports: Ms. Tyner presented the financial reports for September, 2021. Ms. Tyner noted that 28% of the budget remains to be expended, with 25% of the year remaining. Mr. Littell said that the operating fund cash balance will be close to the budgeted expenditures for the year.

New Business: The board considered a Revision of Board Bylaws document, proposing to move the public comments item to the first item of order following the opening of the meeting. The new document also adds the selection of a secretary pro tempore in the event the board secretary is absent. Dr. Benedicks motioned to accept the revised bylaws, seconded by Mr. Mitchell. Motion carried.

In the absence of board secretary Ms. Stocks, Mrs. Helms was voted on to act as secretary pro tempore. Mr. Littell moved to adopt the resolution, seconded by Ms. Benedicks. Motion carried.

Ms. Tyner presented the Resolution to adopt the 2022 Budgets. Mr. Littell motioned to adopt the resolution, seconded by Mr. Mitchell. Motion carried.

Ms. Tyner brought the board a revision of the CMMC mission statement and new vision statement prepared by CMMC curator Ashley Hannum. Mr. Mitchell motioned to accept the updated documents, seconded by Mr. Littell. Motion carried.

The board reviewed the Carnegie Museum Collection Management Policy. After some discussion, the item was tabled until the next meeting, pending legal review by the library's attorney. The CMMC Facility Rental Agreement was also tabled pending legal opinion on security.

Ms. Tyner relayed information from the Montgomery County Community Foundation regarding a possible distribution or reinvestment of \$12,500 to the library for 2021. Mr. Littell motioned to accept the distribution to be placed in the gift fund to be used for a special project. Mr. Keim seconded the motion. The motion carried.

Ms. Tyner presented the updated AT & T cost of the phone lines, which will result in a large savings annually.

The board reviewed an estimate of \$3820 to upgrade the NVR to restore the camera system to full functionality. Dr. Benedicks moved to approve the quote; Mr. Littell seconded. Motion carried.

Ms. Tyner proposed moving to a monthly service plan with Orkin following a number of reports of insect activity over the past few months. Ms. Benedicks asked if a plan in between quarterly and monthly service was available. Mr. Mitchell suggested a plan of 9 months of monthly service, and 1 visit over the winter months. Ms. Tyner said she would check to see if Orkin offered such options.

As the board bylaws require pre-approval of travel and meal expenses paid out of library funds, Mr. Littell and Ms. Smith's upcoming attendance at the Indiana Library Federation conference required approval. Dr. Benedicks motion to approve the expenses, seconded by Mrs. Helms. Motion carried.

After surveying the staff's interest in the Festival of Trees event, Ms. Tyner found a number of staff members willing to help decorate a tree for the event. A donor was found to fund the cost of a tree and decorations.

Old Business: The previously presented Credit Card Resolution was presented again, as there was no board secretary present to sign it at the previous meeting. Mr. Littell motioned to adopt the resolution, seconded by Dr. Benedicks. Motion carried.

Public comments: Ms. Bennett asked the purpose of the change in order on the board agenda by moving the public comments to the beginning of the order of business. Mr. Keim stated that this allows the public to be heard prior to any action taken by the board.

Adjournment: Dr. Benedicks moved to adjourn. The meeting was adjourned at 5:06 p.m.