

## **Crawfordsville District Public Library Board of Trustees minutes, November 11, 2021**

### **Monthly Board Meeting for November**

President Keim called the monthly meeting of the Board of Trustees to order at 4:00 p.m. in the Donnelley Room. Trustees present were Ms. Smith, Mrs. Helms, President Keim, Mr. Littell, Dr. Benedicks, Mr. Mitchell and Ms. Stocks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Ms. Nancy Bennett was present as a League of Women Voters observer.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the October 14 meeting as corrected, seconded by Ms. Stocks. Motion carried.

**Claims:** Ms. Tyner presented claims of \$186,701.33 for the period of October 16, 2021 to November 15, 2021. Mr. Littell motioned to accept the claims, and Mr. Mitchell seconded. Motion carried.

**Committee Reports:** Ms. Tyner attended the last Main Street Board meeting, held on October 18, 2021. The Main Street organization has been asked to serve on the Montgomery County Bicentennial Planning Team. Montgomery County, along with 5 other counties, has applied for a Regional Economic Acceleration & Development Initiative grant. Mr. Keim reported not much activity at the last Park Board meeting, transferring money as year-end approaches. Mayor Barton attended the meeting.

**Old Business:** The Carnegie Museum Collection Management Policy was presented again with no changes necessary after library attorney Ray Kirtley's review. Mr. Littell motioned to approve the policy, with Dr. Benedicks seconding. Motion carried.

The Revision of the Carnegie Museum Facility Rental Policy was presented following Mr. Kirtley's review. Several small changes were made for clarity and consistency. Dr. Benedicks motioned to accept the revised policy, seconded by Mr. Littell.

A pest control contract for monthly service was presented, with a response from Orkin regarding every-other-month service, indicating that this was not recommended. Ms. Tyner feels quarterly service is not the best solution. Mr. Mitchell suggested we compare pricing with other companies. Dr. Benedicks agreed, and felt monthly service is best. Ms. Tyner will get other quotes in the Crawfordsville-Lafayette area.

**Director's Report:** Ms. Tyner reviewed current statistics showing gate counts are now 43% of 2019 visitation for the library, and the museum is at 34% of 2019 visitation.

Ms. Tyner has investigated information about the painting, "Maui at Dusk," by Mason Archie. Due to Indiana Code, the library cannot trade property unless with another government entity, so the request of Mr. Archie to trade paintings cannot be accommodated. The library may only sell the work at public auction. After contacting an auction house, Ms. Tyner was able to receive an estimate for the fair market value of the painting at about \$10,000. The Library's fine arts insurance coverage will be increased to \$50,000.

Megan Noggle has resigned, and the open position has been advertised.

The Indiana Library Federation conference is being held next week. Several staff members will be attending, along with one trustee.

The phone upgrade has been completed, with the AT&T bills expected to be changed in December.

Ms. Record's 2022 programming sheet for the Youth Services Department is included for board review. Ms. Tyner noted that in-house programs are now allowed for departments if they are comfortable with doing so, but with social distancing and mask requirements.

The Reference departmental report includes the top programming videos produced by the department. The most popular video is How to Purl a Stitch, with 17,000 views! Second highest is the Native Americans of Indiana video with 4,513 views. Dr. Benedicks asked if the department is promoting the videos to the public schools. Ms. Tyner said she would find out.

**Financial Reports:** Ms. Tyner presented the financial reports for October, 2021. Ms. Tyner noted that 20% of the budget remains to be expended, with 16.7% of the year remaining.

**New Business:** Mr. Keim explained that although snow removal contracts are generally extended from the prior year, the library's current provider, Price Lawn and Landscape, will not be interested in a contract next year. Sutherlin's Lawn Care has been recommended by Mr. Price. Mr. Keim presented a quote from Sutherlin's for both the library and CMMC, which was noted to be much less expensive than previous vendors. Mr. Littell motioned to approve the quote, with Mr. Mitchell seconding. Motion carried.

**Adjournment:** Dr. Benedicks moved to adjourn. The meeting was adjourned at 4:37 p.m.