

## **Crawfordsville District Public Library Board of Trustees minutes, December 9, 2021**

### **Monthly Board Meeting for December**

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, and Ms. Stocks. Ms. Tyner, library director; and Ms. Steelman Wilson, assistant library director; were also present. Ms. Nancy Bennett was present as a League of Women Voters observer. Mr. Mitchell was absent.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the November 11, seconded by Ms. Stocks. Motion carried.

**Claims:** Ms. Tyner presented claims of \$700,774.22 for the period of November 12, 2021 to December 9, 2021. Mr. Littell motioned to accept the claims, and Mrs. Helms seconded. Motion carried.

**Committee Reports:** Ms. Tyner attended the last Main Street Board meeting, held November 15, 2021. The Main Street organization approved minutes and financial reports, and was asked to provide input on the design of the Canine Plaza fountain replacement. Ms. Sue Lucas proposed a CMS Preservation Award that would be awarded annually. The full report is included in the library minute book. Mr. Keim reported that the Park and Rec board did not meet due to lack of an agenda.

**Old Business:** The SBOA library audit for 2019-2020 has been completed with no negative findings to report. Mr. Littell noted that that the audit was performed by a third party, not the SBOA. It was the library's first audit performed virtually.

**Director's Report:** Ms. Tyner noted the statistics are down, but that this was typical of the month of November.

Staff members Ms. Christie Hunt, Ms. Ivette de Assis-Wilson, and Ms. Tyner attended the ILF conference on November 16 & 17. Ms. Smith attended as a board of trustees representative.

EdgeIT is working on a website subdomain for the Carnegie Museum, so that museum content will be located on its own webpage.

Ms. Tyner reported that the Fire Inspector had visited and found no problems in the library, and only requested an extension cord at the CMMC be replaced with a surge protector and cord cover.

EdgeIT asked Ms. Tyner if it would be possible to allow them a sponsorship after the recent phone project came back with over \$9,000 in labor costs not reflected in the quote, which were written off. After some board discussion, Ms. Tyner will ask EdgeIT if adding information on the phones themselves or the library website to acknowledge EdgeIT's tech management would be acceptable.

**Financial Reports:** Ms. Tyner presented the financial reports for November, 2021. The Commercial Vehicle Excise Tax and Financial Institutions Tax should arrive next week. There

has been no word on the property tax payment, which generally arrives around the 15<sup>th</sup> of December.

Ms. Tyner noted that we are slowly resolving the deficit in the fax fund and can reassign some of the previous expenses paid this year to the telecom budget line in order to assist this process.

**New Business:** Ms. Tyner presented the 2022 board meeting schedule. Dr. Benedicks motioned to approve the schedule, seconded by Mr. Littell. Motion carried.

Ms. Tyner presented several potential revisions to the operating budget as a result of a calculation error. Mr. Littell motioned to approve the first presented option, which covers merit raises of 2-2.5%, weekend hours, and part-time museum assistant position; removes bonus/raise under Salary of Librarian; and leaves \$22,224.85 to transfer to LIRF. Mr. Keim seconded. Motion carried.

Ms. Tyner presented the 2022 Salary Ordinance, which Mr. Littell motioned to approve. Dr. Benedicks seconded. Motion carried.

The EdgeIT contract was presented for review. Ms. Tyner said that the hourly cost has increased to \$95 per hour, and 30 hours per month are proposed. Unused hours will roll over to the next month. Dr. Benedicks motioned to accept the contract, seconded by Mrs. Helms. Motion carried.

Ms. Tyner presented the board with information about the new Overdrive Consortium, the Indiana Digital Library, to replace our current consortium. The \$3,000 fee, which used to cover a \$1,000 platform fee, will be used solely to purchase collection items. The State Library will cover any platform fees associated with the new consortium. Mr. Littell motioned to approve joining the new consortium, seconded by Dr. Benedicks. Motion carried.

Ms. Tyner provided the board with the 1782 notice for budget year 2022, showing the approved budgets, levy, and tax rate. The board has until December 16<sup>th</sup> to notify the state of any changes.

Mr. Keim brought up the matter of gifts for the employees. Ms. Stocks said that she would handle the purchase at the board members' expense.

**Adjournment:** Dr. Benedicks moved to adjourn. The meeting was adjourned at 4:50 p.m.