

Crawfordsville District Public Library Board of Trustees minutes, June 9, 2022

Monthly Board Meeting for June

Vice President Benedicks called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Ms. Smith, Mrs. Helms, Ms. Stocks, and Mr. Littell. Mr. Mitchell and Mr. Keim were absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present.

Public Comments: No public comments.

Regular order was suspended in order to hear from Karen Record, Manager of the Youth Services Department; Janna Bennett, Curator of the Carnegie Museum; and Ivette de Assis-Wilson, Manager of the Reference & Local History Department about their respective summer programs. Ms. Record reported 615 students are enrolled in the Western-themed reading program, Ms. Bennett reported 70 people enrolled in the Summer at the Museum program, and Ms. de Assis-Wilson reported on the many opportunities to participate in the Adult Summer Reading program, which is tied to the Indiana Humanities "World of Wonders" grant. Ms. Bennett showed the board the new tees with pre-consolidation Montgomery County high schools listed on them, which are now available for sale at the museum.

The meeting returned to regular order.

Minutes: Mr. Littell made a motion to accept minutes from the May 12, 2022 meeting, seconded by Ms. Helms. Motion carried.

Ms. Tyner noted that SBOA would like to have a signed copy of the minutes for library records, so in the future, the board minutes will be circulated for signatures.

Mr. Keim joined the meeting.

Claims: Ms. Tyner presented claims of \$847,408.55, pointing out that Claim number 307 included a discrepancy that the book keeper will fix soon. Ms. Stocks motioned to accept the claims, seconded by Mr. Keim. Motion carried.

Committee Reports: Ms. Tyner provided written notes for the Crawfordsville Main Street meeting on May 16, 2022. Wayfinding signage is in production, and installation is anticipated to begin by the end of June. Hanging baskets are in place across Crawfordsville. The full notes for this meeting are appended to the board packet in the library minute book. Mr. Keim said that the Park and Rec board heard that the Summer Camp is at full capacity. Golf proceeds are up, at about \$10,000 above estimates. The pools are up and running.

Old Business: No old business.

Director's Report: Ms. Tyner presented her monthly report, noting the Museum nearly doubled the number of visitors over the last month's numbers.

Ms. Tyner and Ms. Steelman Wilson attended the First Friday for the library to share June's library activity calendar and information on the summer reading program. Over 20 people

stopped by during the evening. Ms. Tyner is considering adding an activity of some type next time to draw more people to the library's booth.

Human Resources has been active, with Amy Holmes newly hired, Amanda Grossman moving from Reference Assistant Manager to Collection Services Manager, and Michelle Ogden just hired for a Reference Assistant position. Amie Boone Cox, Reference Assistant, will be leaving library employment soon. The Assistant Manager search for Reference is nearly complete.

Ms. Tyner presented the Budget Calendar for the 2023 budget process. She also presented a summary of the 2022 legislation affecting libraries, and an informational legal memo regarding firearms in libraries, all for board review.

Financial Reports: Ms. Tyner presented the financial reports for May. Both the HVAC and Lease Rental payments have been made. The copier lease payment in June was paid out of the operating fund because of a low fund balance in the copier fund.

With 58% of the year remaining, 62% of the budget remains to be expended.

An itemized credit card breakdown from March 30th to April 27 is included in the packet for board review.

New Business: A quote for tree removal had not been received by meeting time, so this item will be revisited at the next meeting.

CMMC HVAC replacement quotes were presented by Cox & Pritchett and Hay-Bush. Following some discussion, Mr. Keim motioned to accept the quote from Cox & Pritchett to replace the unit. Mr. Littell seconded. Motion carried.

Ms. Tyner read two compliment cards regarding great service in the Reference Department.

Mr. Keim thanked Ms. Stocks for her service, as this was her last meeting as a board member.

Adjournment: Mr. Keim motioned to adjourn, seconded by Dr. Benedicks. Meeting adjourned at 4:48 p.m.

DULY APPROVED by the Board of Trustees of the Crawfordsville District Public Library at its regular meeting held on the **14th day of July, 2022**, at which meeting a quorum was present.

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ATTEST: _____

Secretary, Board of Trustees