

Crawfordsville District Public Library Board of Trustees minutes, November 10, 2022

Monthly Board Meeting for November

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

Before proceeding to the order of business, Dr. Benedicks requested a volunteer to serve as the Secretary Pro Tem for the meeting. Ms. Smith volunteered, which was accepted by consensus.

Public Comments: No public comments.

Minutes: Mr. Littell made a motion to accept minutes from the October 13, 2022 meeting, seconded by Ms. Smith. Motion carried.

Claims: Ms. Tyner presented claims of \$240,774.36 with brief discussion. Mr. Littell motioned to accept the claims, seconded by Ms. Smith. Motion carried.

Committee Reports: Ms. Tyner provided a summary of the Crawfordsville Main Street meeting from October 17, 2022. Volunteers are needed for a number of holiday tasks. The Downtown Party Night is Saturday, November 26. The Annual Membership Meeting will be held on January 23rd, 2023 at the Masonic Cornerstone. The full report is appended to the library minute book. Mr. Keim was not present to report on the Park & Rec Board.

Old Business: Ms. Tyner presented a revision of Holidays and Library Closings for 2022 and 2023. For 2022, Monday, December 26, was proposed as an additional paid holiday for staff. For 2023, Monday, January 2, 2023 was proposed as an additional paid holiday for staff.

Ms. Smith motioned to approve the additions to the Holidays and Library Closings list for both years. Mr. Littell seconded. Motion carried.

Director's Report: Ms. Tyner presented the library circulation numbers for October. Currently the numbers are just under the 2019 level by about 1,000 items. Library gate counts are still lower than the 2019 levels.

Ms. Tyner attended the Annual Report and Bookkeeping Workshop led by the Indiana State Library and State Board of Accounts today.

Although it seemed the Human Resources situation would remain stable, we again have several openings to fill.

Ms. Tyner has been completing cyber-liability insurance renewal forms, and has started to address some actions recommended by the insurance company. She hopes to work with EdgeIT to make changes that will allow us to have more coverage.

Financial Reports: Ms. Tyner presented the financial reports for October. Balances are good and no temporary interfund transfers are necessary this year. The Appropriation Report shows 24% of the appropriation left, with 16% of the year remaining.

New Business: Ms. Tyner presented the Circulation Policy, with changes made in the Interlibrary Loan related sections. Changes include lengthening the loan period for Interlibrary Loans and removing charges for late fines. A number of other changes were made, detailed in the attached policy draft. Mr. Littell motioned to approve the policy's changes, with Mr. Foster seconding.

The Revision of the Meeting Room Policy was withdrawn as unnecessary.

Ms. Tyner presented the Salary Ordinance for 2023 with merit raises for staff. Ms. Smith motioned to approve the indicated increases, with Mr. Foster seconding. Motion carried.

Dr. Benedicks presented the topic of Christmas/Holiday Gifts for staff. The budget has \$3,500 available to be allocated for staff bonuses. Discussion followed regarding what form the bonus should take, with the final proposal being to try to obtain Kroger or Walmart gift cards, and if this approach was not successful, the bonus would be processed through payroll as a check. Mr. Littell motioned to proceed, with Mr. Foster seconding. Motion carried.

The Insurance Renewal documents were not ready, so this item was tabled until the next business meeting.

Ms. Steelman Wilson obtained Quotes for Periodicals Subscription Service. These options were presented for board review. WT Cox was the least expensive, with all the needed titles obtainable through them. Mr. Littell motioned to move to WT Cox as our provider, with Mr. Foster seconding. Motion carried.

Adjournment: Ms. Smith motioned to adjourn, seconded by Mr. Foster. Meeting adjourned at 4:50 p.m.