

Crawfordsville District Public Library Board of Trustees minutes, January 12, 2023

Annual Board of Finance Meeting for January 2023

President Keim called the Board of Finance meeting to order at 4:01 p.m. in the library conference room. Trustees present were Ms. Smith, Mrs. Helms, Mr. Littell, Mr. Mitchell, Dr. Benedicks, and Mr. Keim. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were also present. Mr. Foster was absent.

Mr. Littell motioned to continue to have the board officers serve in the same capacity for the board of finance. Mrs. Smith seconded the motion. Motion carried.

The board reviewed the report on investments, which is required under IC 5-13-7-7, although the library currently has none. The overall investment policy of the library was also discussed. The library has only demand accounts. Mrs. Helms motioned to adjourn with Mr. Mitchell seconding. Board of Finance Meeting adjourned at 4:04 p.m.

Monthly Board Meeting for January

President Keim called the monthly meeting of the Board of Trustees to order at 4:05 p.m. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Mr. Littell, Mr. Mitchell, and Dr. Benedicks. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Mr. Foster was absent. The meeting was held in the library conference room.

Public Comments: No public comments.

Minutes: Dr. Benedicks made a motion to accept minutes from the December 8, 2022 meeting seconded by Mr. Mitchell. Motion carried.

Claims: Ms. Tyner presented two sets of claims: claims of \$595,636.19 for the period of December 16, 2022 to December 31, 2022, and \$134,888.17 for the period of January 1, 2023 to January 17, 2023. Mr. Littell motioned to accept the claims, seconded by Dr. Benedicks. Motion carried. Mr. Littell informed the board that accounting issues had arisen, and although the accounts reconcile, it was unknown if the month-end fund accounts were correct. Due to repeated concerns with bookkeepers' reporting, possibilities for other accounting solutions are being considered.

Committee Reports: There was no report from the last Main Street Board meeting. Mr. Keim reported that the Parks and Recreation board met to transfer money, nothing was presented for vote, but the Crawfordsville mayor had some information on the status of various projects to report. Ms. Smith reported that the upcoming arrival of the new Amazing Castles exhibit had made the front page of the Journal Review. Ms. Smith also said she would be attending the Betty White event at the CMMC on Friday.

Old Business: No old business.

Director's Report: Ms. Tyner pointed out that circulation statistics are close to being where we were in 2019.

Ms. Tyner requested quotes to update the technology in the meeting rooms and met with the insurance agent about health insurance options for employees for the 2023/2024 years.

The Youth Services Assistant position has been filled by Kassidy Forgue. Paul Utterback will be returning to the Reference Department in an Assistant position. A new vacancy has opened in the Circulation Department after Marissa Garcia's resignation.

Ms. Tyner requested quotes for a mobile laptop lab for possible grant funding in the future.

Library book sale receipts for 2022 were \$10,932.22, an amazing amount. Ms. Tyner requested ideas to thank volunteer Mike Everett for his hard work with the monthly book sale.

Financial Reports: As discussed in the claims process, current financial reports are inaccurate, and will be presented to the board next month once corrected. Ms. Tyner has contacted the SBOA regarding the Appropriations Report trail of the Librarica check adjustments, which creates a \$13,000 artificial expense. LIRF numbers will be off. Ms. Tyner is waiting for SBOA direction.

New Business: Mr. Littell explained that TriCounty Bank has a new program, paying 4% on balances for business money markets. He recommends moving at least part of the library's money market balance. Mr. Littell motioned to approve the Resolution to Choose a Depository Designated by Local Board of Finance, seconded by Dr. Benedicks. Motion carried. Following some discussion relating to a decline in the level of service available in PNC and First Financial Banks, Ms. Tyner asked if the move would apply to the employees' Health Savings Accounts. This issue will have to be investigated.

Mr. Littell moved to approve the Resolution to Designate Signers for Approved Depository for the new account at TriCounty Bank, seconded by Dr. Benedicks. Motion carried.

The library board reviewed the Internet and Computer Use Policy, which completed a question for this year's annual report. Dr. Benedicks asked questions relating to the wording of the list of unacceptable uses of the internet. Ms. Tyner explained the language was intended be the same as that found in the Children's Internet Protection Act (CIPA). In order to receive e-rate funds, we must be compliant with CIPA.

Quotes for the Carnegie Museum Gutter Repair were presented. A written quote by Hinshaw for \$6,425, and an estimate from Schafer Roofing for \$1,500-2,000 were discussed, and Dr. Benedicks motioned to use Schafer Roofing for the CMMC gutter repairs. Mr. Littell seconded. Motion carried.

Ms. Tyner informed the board of the need to update library meeting room technology, which has not been done in many years. She presented a \$10,525.40 quote from EdgeIT for updated computers, monitors, digital projectors and accessories in order to establish a permanent setup in each room. Hobson Electric estimates \$1200 in electrical updates would be necessary, along with furniture costs, all to be paid from the meeting room fund until it is exhausted. Further expenses would be covered by the operating fund. The goal is to update technology by the end of February, when NUCOR will be using two of the meeting rooms for training.

Ms. Tyner presented quotes for painting, also necessary for the updating of the meeting rooms. HighRollers quote was \$9472, Distinctive Painting was \$8,712, and Lowhorn was the low bidder with \$8,540. Dr. Benedicks motioned to accept the bids from EdgeIT for technology improvements and Lowhorn Painting, LLC for painting the meeting rooms. Mr. Mitchell seconded the motion, and the motion carried.

Ms. Tyner presented a document detailing the health insurance options available to CDPL for the 2023 renewal. Narrow network plans were investigated, but the automatic renewal option, recommended by the insurance adviser, was ultimately chosen as the best plan for flexibility. Dr. Benedicks motioned to opt for the renewal plan, with Mr. Littell seconding. Motion carried.

Resolution to make end-of-year transfers was tabled. They will be completed and the resolution passed in the next meeting.

Dr. Benedicks informed the board that a grant at Wabash College had allowed a visiting artist, Jose Corona, to be hired. He would be available to work with library staff and patrons. Ms. Tyner will connect him with Ms. de Assis-Wilson in the Reference Department.

Adjournment: Dr. Benedicks moved to adjourn the meeting. Ms. Smith seconded the motion. The meeting was adjourned at 5:02 p.m.

Mary Smith

Mackelle Helm

Lynette / [unclear]

[Signature]
Brian Reim

Crawfordsville District Public Library Board of Trustees
Finance Committee meeting
Minutes
January 31, 2023

Trustees present: Mr. Phil Littell, Mr. Isaiah Foster, and Mrs. Mabelle Helms. Ms. Theresa Tyner, library director; and Ms. Jodie Steelman Wilson, assistant director; were also present.

The Finance Committee meeting, which was held in the library's conference room, began at 4:00 p.m.

As no members of the public were present, there were no public comments.

Ms. Tyner explained about the directive by the State Board of Accounts (SBOA) to change account numbers and referenced a document with presentation slides on the topic from an Indiana State Library/SBOA budget workshop. The changes have already been made for the 2022 fiscal year.

The first topic of discussion was the organization of the financial report to be consistent with SBOA Fund types. Also, some accounts, particularly for payroll withholdings, have changed in purpose or are not clear (i.e. 809 Health Insurance is used for AFLAC pre-tax insurance plans). Re-naming of some accounts would be helpful to make their use more transparent. This was considered a procedural duty and can be handled as needed by Administration.

The endowment funds were discussed next. If kept under library control, there is no need to have separate funds for interest. The committee recommends reaching out to the Montgomery County Community Foundation (MCCF) for the procedure and requirements for transferring one or both funds to the foundation. If transferring the museum endowment funds to MCCF, the committee recommends that they be placed in a separate MCCF fund or somehow accounted for separately – another question for MCCF. Transfer of these funds would require CDPL board approval.

During this discussion there was a question about the amount of the distribution from MCCF. [Research after the meeting: In 2022, \$13,000 was distributed from the CDPL agency fund; \$21,580 was received in total from the agency fund and two other MCCF funds CDPL receives distributions from.]

A question about the decline in Local Income Tax (LIT). Theresa will look into the reason for it.

The Lost Books Fund receipts fees for lost items; refunds are given from this fund if lost items paid for are found. The committee recommends transferring the balance of the Lost Books Fund to the Operating Fund and deleting it from the report. This transfer would require board approval.

The new clearing account number for the PLAC Fund was changed to 800, which is in the financial report, but the old number, 150, remains with a balance. Theresa will research the balance and take care of clearing it with the bookkeeper, then that fund can be deleted. This is an administrative task.

The Copier Fund is currently used to pay the leases on the photocopiers; when the balance is too low, the leases are paid through the Lease Payment line (4.11) of the Operating Fund. The committee recommends transferring the balances of the Fax and Copier Funds to Operating if okay with SBOA. Transfer of these funds would require board approval.

The committee recommends deleting the Local History Digitization Fund, since it is not in use.

The Unemployment Fund is used to pay unemployment claims as we are self-funded; Funds are transferred in through the Unemployment line (1.44) of the Operating Fund. The recommendation at this time is to leave the balance, but to go no lower than \$50,000.

The committee recommends that the Sinclair Fund balance be transferred to the Gift Fund, since it is unrestricted gift funds. This transfer would require board approval.

The Friends Gift Fund will be renamed to more clearly indicate its current use to handle Friends of the Carnegie Museum donations toward the museum's programs and exhibits. This is an administrative task.

Phil expressed the need to have a more structured gift program that includes sharing with the public gifts that are received and how they are used. Theresa will work on a more structured way to do this.

The meeting adjourned at 5:00 p.m.

Marty Smith

Machelle Helms

Crystal Tenabille

Bryan Keim