

Crawfordsville District Public Library Board of Trustees minutes, March 9, 2023

Monthly Board Meeting for March

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

Public Comments: No public comments.

Minutes: Mrs. Helms made a motion to accept minutes from the February 9, 2023, meeting seconded by Ms. Smith. Motion carried, with Mr. Littell abstaining from the vote.

Claims: Ms. Tyner presented claims of \$342,671.84 for the period of February 16, 2023, to March 15, 2023, with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Mitchell. Mr. Littell explained that the voucher list shows a number of transfers, and correction of errors, but the remainder is straightforward. Motion carried.

Committee Reports: Ms. Tyner reported on the February 20, 2023, meeting of the Main Street Board. The CMS annual brochure has been updated, and the fountain fundraising flyer completed. The campaign to replace the fountain has \$143,000 yet to raise. A callout was made for volunteers to assist with the hanging baskets on March 19, with the hanging of the baskets to be done in May. The complete report will be filed with the board minutes. Mr. Keim said the Park Board met on March 8. Camp Milligan was filled within the first day. Welliever Softball field and Baldwin baseball field are being renovated. Cheer camp had 70 participants this year and will be repeated each winter. The Farmers Market met at Fusion 54 to plan its 30th year. The golf course has been unexpectedly busy this month with receipts up \$30,000 from last year. Ms. Smith had no report from the CMMC, as the Carnegie Museum's departmental report is part of the board packet.

Old Business: After a three-year wait due to COVID, the matter of the prospective Administrative Office Space was revisited. Ms. Tyner mentioned that in addition to construction costs, there would be some furniture costs. Mr. Littell said costs should be paid with gift funds. Mr. Littell asked about site construction supervision and about costs for HVAC alterations, which were not included in the list of costs. Dr. Benedicks motioned to proceed with the Administrative Office space, pending clarification to the questions about site supervision and HVAC costs. Mr. Littell seconded. Motion carried.

Director's Report: Ms. Tyner pointed out that circulation statistics are similar to 5 years ago.

Museum visitors have surged since the Amazing Castles Exhibit opened.

Mr. Ray Kirtley has retired, effective immediately, as counsel for the library. Taylor, Minnette, Schneider and Clutter P.C. wish to remain as the library's law firm, with Dan Taylor to act as library attorney.

Ms. Tyner completed and submitted the library's required reports.

The library book sale for February made \$1,535, yet another great sale!

EdgeIT will be finishing the meeting room project soon. The podiums arrived late and will be assembled.

The three-year technology plan ends this year, so it must be updated this year. Ms. Tyner has already started reviewing the plan in advance of making changes.

Ms. Tyner rode along with former CDPL trustee Pat Stull as Pat delivered Meals on Wheels.

Dr. Benedicks asked Ms. Tyner about the new seed library. The second floor has the cabinet containing the envelopes of seeds near the Reference Desk. Each visitor may take up to 10 envelopes of seeds, with Janella Nunan and Andria Grady with Master Gardeners responsible for the new collection.

Financial Reports: Fund changes and transfers authorized by a board resolution in February will be done in the second cycle of book keeping this month. Mr. Littell said that new balances on the reports now match the numbers reported to the Indiana State Library. Ms. Tyner said that appropriation spending is right on schedule, with 83% of the year left, and an equal part of the appropriation remaining.

Mr. Keim asked about moving more funds from First Financial Bank, but Mr. Littell said the accounts will remain at this level until the payroll and withholding accounts are changed over.

New Business:

Ms. Tyner presented the Annual Financial Report and the Library Annual Report for 2022 for board review.

Ms. Tyner presented bids from Haley's Lock, Safe and Key and B & R Fire Protection, Inc. for a card-access system for the library's employee entrance. Following a few questions about the attributes of the systems, Mr. Littell motioned to accept the bid from Haley's Lock, Safe and Key. Mr. Foster seconded the motion, and the motion carried.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Mr. Littell. The meeting was adjourned at 4:38 p.m.

DULY APPROVED by the Crawfordsville District Public Library Board of Trustees at its regular meeting held on the **13th day of April, 2023**, at which meeting a quorum was present.

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ATTEST: _____

Secretary, Board of Trustees