

Crawfordsville District Public Library Board of Trustees minutes, May 11, 2023

Monthly Board Meeting for May

President Keim called the monthly meeting of the Board of Trustees to order at 4:02 p.m. Trustees present were Mr. Keim, Ms. Smith, Mr. Foster, Mrs. Helms, and Dr. Benedicks. Mr. Littell and Mr. Mitchell were absent. Ms. Tyner, library director; and Ms. Steelman Wilson, assistant director; were also present. 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 April 13, 2023 meeting, with Mr. Foster seconding. Motion carried.

Claims: Ms. Tyner presented claims of \$279,753.17 for the period of April 17, 2023, to May 15, 2023, with brief explanations. Dr. Benedicks motioned to approve, seconded by Mrs. Helms. Motion carried. Ms. Smith mentioned that it would be helpful to have more detail listed on the voucher sheet for reimbursements in the future.

Committee Reports: Ms. Tyner reported from the April 17, 2023 meeting of the Main Street Board. Mayor Barton attended the meeting. The Crawford Fountain is working. Two proposals were discussed: a staff succession plan and a proposed historic district. The full report is included in the minute book.

Mr. Keim reported from the Park Board meeting. The Mayor attended this meeting as well. A feasibility study will be done for a new park pool. The Golf Course made \$22,000 more this April than in April 2022.

Ms. Smith said that on May 18th, the CMMC will be hosting a speaker with a degree in museology discussing Art and Architecture.

Old Business: No update on expiring board terms.

Ms. Tyner reported that the water coolers had been delivered with much appreciation expressed by staff members.

Director's Report: Ms. Tyner attended a meeting that involves the possible participation of Montgomery County in the Dolly Parton Imagination Library. The State of Indiana has approved paying half of the cost for areas participating in this program which mails on a monthly basis a book to each registered child, ages 0-5.

Ms. Tyner reported on an upgrade on the library's ILS. The Polaris update happened this morning with all proceeding ok aside from a small glitch. A training session was held during the time the library was closed for the upgrade. Staff members learned about phishing and materials reconsideration requests during the training.

Five staff members will be attending the Indiana Library Federation Regional Conference in Terre Haute on May 12.

Financial Reports: Ms. Tyner presented the financials with brief explanations. She pointed out that a new blank fund entry appeared on the financial report and will be removed when the book keeper returns. She also provided updated bank balances to replace the packet copy. The book keeper has not yet removed the funds that were closed by board action.

Appropriation spending overall is right on schedule, with 67% of the year left, and 68.5% of the appropriation remaining.

New Business: Ms. Tyner presented information regarding the State Library notice that the library is out of standards due to a lower-than-normal expenditure for collection development. This situation was due to lower collection spending during the transfer of the Collection Services Manager position from Angela Clements to Amanda Grossman and lower costs for repairs to patron computers rather than full replacements. Ms. Tyner will mail a response requesting a waiver for 2022.

Ms. Tyner has prepared a Request for Proposals (RFP) for the Carnegie Museum to receive a new logo, separate website, and newsletter template. Following discussion, Dr. Benedicks motioned to allow Ms. Tyner to issue RFPs to explore changing both the library's website and logo as well as the needed items for the CMMC, seconded by Mrs. Helms. The motion carried.

A change to the Collection Development Policy's Materials Reconsideration Request form was presented by Ms. Tyner. The change adds an option to have an item moved within the library's collection as well as a number of other small updates. Dr. Benedicks motioned to approve the changes, seconded by Ms. Smith. Motion carried.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Mrs. Helms. The meeting was adjourned at 4:58 p.m.

DULY APPROVED by the Crawfordsville District Public Library Board of Trustees at its regular meeting held on the **8th day of June, 2023**, at which meeting a quorum was present.

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ATTEST: _____

Secretary, Board of Trustees