

Crawfordsville District Public Library Board of Trustees minutes, January 14, 2021

In response to temporary changes to the Open Door Law for public meetings in Governor Holcomb's executive order 20-04, procedures were put into place to allow board members to attend the meeting remotely. These requirements include the use of roll calls for any action by the board.

Executive Session

The board met in executive session on January 14, 2021 at 4 p.m. to discuss personnel matters noted under IC 5-14-1.5-6.1 (9) To discuss a job performance evaluation of individual employees. No other business was discussed. Trustees present virtually were Ms. Stull, Ms. Stocks, Mr. Littell, Mr. Mitchell, and Dr. Benedicks. Mr. Keim and Library Director, Ms. Tyner, were present at the library building. Ms. Stanley was absent.

Annual Board of Finance Meeting for January 2021

President Keim called the Finance meeting of the Board of Trustees to order at 4:15 p.m. Trustees present virtually were Ms. Stull, Ms. Stocks, Mr. Littell, Mr. Mitchell, and Dr. Benedicks. Mr. Keim; Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director, were present at the library building. Ms. Stanley was absent.

Mr. Littell re-nominated the existing President of the Board of Finance, Mr. Keim; and Ms. Stocks as Board of Finance Secretary. Ms. Stull seconded the motion. Roll call vote was Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

The board reviewed the report on investments, which is required under IC 5-13-7-7, and reviewed the overall investment policy of the library. Mr. Littell moved to approve the investment report and policies, seconded by Ms. Stull. Roll call vote was Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried. Board of Finance Meeting adjourned at 4:20.

Monthly Board Meeting for January

President Keim called the monthly meeting of the Board of Trustees to order at 4:20 p.m. Trustees present virtually were Ms. Stull, Ms. Stocks, Mr. Littell, Mr. Mitchell, and Dr. Benedicks. President Keim; Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were present at the library. Ms. Stanley was absent.

Minutes: Mr. Littell made a motion to accept minutes from the December 10, 2020 meeting seconded by Ms. Stull. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Claims: Ms. Tyner presented two sets of claims: claims of \$215,109.22 for the period of December 16, 2020 to December 31, 2020, and \$155,123.22 for the period of January 1, 2021 to January 15, 2021. Mr. Littell motioned to accept the claims, seconded by Ms. Stocks. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Committee Reports: Ms. Tyner reported that the Main Street Board has not responded to her email regarding upcoming meetings. Ms. Stocks said the next Main Street meeting is the annual

meeting and will be held on January 25 at 6 p.m. via virtual conferencing. Mr. Keim reported that the Parks and Recreation board meets next week.

Old Business: Ms. Tyner presented a revision of the 2021 salary schedule. Ms. Stull motioned to accept the revision as presented; Mr. Mitchell seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Director's Report: Ms. Tyner noted that the circulation statistics have fallen in light of the increasing numbers of COVID-19 cases and the library's return to curbside services.

Ms. Burkhart, CMMC Curator, has resigned to take a position at Purdue University and her last day will be January 22, 2021. The position has been posted, and the library has received over 23 applicants so far.

The radiator for the back-up generator has failed, and the generator will be disassembled in order to assess the damage. Depending on the availability of replacement parts for the repair, a new generator may need to be purchased.

Ms. Tyner is currently updating the technology plan, which will cover 2021-2023. The 2020 annual report has been started, and the 100 R has been completed.

Ms. Stocks asked about the status of Mr. Mitchell's onboarding for the library board. Ms. Tyner had scheduled it prior to the most recent increase in COVID-19 numbers, cancelled it, and has not yet rescheduled. Onboarding with Dr. Benedicks also will be done in the near future.

Dr. Benedicks suggested adding the circulation phone number to future library newsletters to assist patrons who prefer to place holds by calling the circulation desk.

Ms. Tyner said that year-end statistical charts prepared by Ms. Clements, head of Collection Services, were added to the board packets. Due to the unusual circumstances with COVID-19, the statistics are not likely to be reflective of normal usage patterns. Ms. Tyner said that one of the useful observations gained from the reports is that the physical collection is still very important to the library's patrons.

Financial Reports: Ms. Tyner presented the financial reports, and said that the library ended 2020 with 7% of the budget remaining. The cost of the clearstory window replacement (\$28,975) is suggested to be encumbered from 2020, resulting in a transfer of \$85,767.74 to LIRF from the 2020 appropriation.

New Business: Mr. Littell made a motion to approve the year-end transfers to balance the appropriations and including the transfer to LIRF, seconded by Ms. Stull. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Mr. Littell made a motion to encumber \$28,975 for the cost of the clearstory window replacement from the 2020 budget. Ms. Stocks seconded the motion. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Ms. Benedicks proposed a one-time \$3,000 merit payment for Ms. Tyner, following her annual performance evaluation, seconded by Mr. Littell. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Ms. Tyner presented two quotes for ice guards for the library roof. Mr. Littell motioned to approve the Fairfield quote of \$1,859. Ms. Stull seconded. The roll call vote was as follows: Mr. Keim – yes; Ms. Stull – yes; Mr. Littell – yes; Ms. Stocks – yes; Dr. Benedicks – yes; Mr. Mitchell – yes. Motion carried.

Ms. Tyner asked the board if it would be acceptable to close the library on the day of the clearstory window replacements. Mr. Keim said that keeping the staff safe was a priority, and that such closures should be at the director's discretion.

Public Comments: No public comments.

Adjournment: Dr. Benedicks moved to adjourn the meeting, seconded by Ms. Stocks. The meeting was adjourned at 4:49 p.m.