

Crawfordsville District Public Library Board of Trustees minutes, May 13, 2021

Monthly Board Meeting for May

President Keim called the monthly meeting of the Board of Trustees to order at 4:01 p.m. The meeting was held at the Carnegie Museum. Trustees present were Ms. Stull, Ms. Stocks, Mr. Littell, President Keim, Mr. Mitchell, and new appointee Ms. Machel Helms. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Mr. Nick Hedrick, Journal-Review reporter, and Ms. Nancy Bennett, League of Women Voters observer, also attended the meeting. Ms. Karen Record, Dr. Ivette de Assis-Wilson and Ms. Ashley Hannum, department heads, also attended. Ms. Toni Ridgway-Woodall & Ms. Kathy Brown, employees of the Carnegie Museum, attended the summer program presentation portion of the meeting. Dr. Benedicks was not present.

The order was immediately suspended in order to hear from the Department Heads regarding the upcoming summer programs following introductions of all attendees for the benefit of Ms. Helms, who is new to the board. Ms. Karen Record, head of the Youth Services Department spoke to the board about the upcoming Tails & Tales theme for the summer. The Summer Reading program will run from May 24th to July 13, with the Read-It program beginning the next day. Ms. Stull thanked Ms. Record for all her and her department's work. Ms. Record wished to thank Walmart for donating 200 packages of crayons for the reading program.

Dr. Ivette de Assis-Wilson of the Reference & Local History department summarized the adult Summer Reading Program. The grand prize for the program has yet to be determined but may be wireless earbuds. Both programs will be utilizing ReadSquared, a software solution adopted during the COVID-19 shutdown last year.

Ms. Ashley Hannum, the new Curator of the Carnegie Museum, summarized the museum's summer programming options, and introduced herself to the board. The board welcomed her.

The departmental staff left the meeting.

Regular order resumed.

Minutes: Mr. Littell made a motion to accept minutes from the April 8 meeting, seconded by Ms. Stocks. Motion carried.

Claims: Ms. Tyner presented claims of \$222,049.04 for the period of April 16, 2021 to May 14, 2021. Ms. Stull motioned to accept the claims, seconded by Mr. Littell. Motion carried.

Committee Reports: Ms. Tyner will attend her first Main Street Board meeting on June 21st. Mr. Keim reported that the Park Board met May 12. He reports that due to a shortage of lifeguards, the pool may have to cut hours. The Kathy Steele park dedication will be this weekend.

Old Business: Ms. Tyner presented the proposed Technology Plan with a few changes resulting from meeting with Ms. Hannum, new CMMC curator. Ms. Stull and Ms. Stocks expressed their appreciation to Theresa for her work. Ms. Stocks asked about input for all departments into the plan. Ms. Tyner prepared the plan, then asked for departmental input and made adjustments as appropriate. Mr. Littell commended Ms. Tyner for making provision in the plan for access to connectivity and also said that the library needs to work on marketing their database resources such as Chilton's and Creativebug to the public. Ms. Stull motioned to accept the technology plan as presented, with Mr. Keim seconding. Motion carried.

Ms. Tyner presented the Service and Replacement Fees Policy, which is an update to an earlier policy. After some discussion, Ms. Tyner explained that the replacement fees part of the policy applies only if the actual cost of a lost item has not been recorded, which happens a small percentage of the time. Ms. Stull motioned to accept the Service and Replacement Fees policy, with Mr. Littell seconding. The motion carried. Ms. Tyner noted there may be further updates in the Local History fees in the future.

Director's Report: Ms. Tyner pointed out the rising circulation compared to last year. Ms. Tyner reported that she has joined the board of the Crawfordsville Masonic Temple Foundation.

CMMC new curator Ms. Hannum started her work on April 5, and Mr. Paul Utterback has left employment at CDPL as of April 30th.

The library has received the new telephones but they have not been installed. E-rate funding approval has been received, which covers 80% of the cost of internet.

The library will receive a one-time supplemental LIT distribution of \$37,323.

The library and museum have returned to full normal hours, but without in-house programming at this time. The generator was repaired yesterday. A new motor issue will require A. A. Huber to return to repair it on May 14.

Financial Reports: Ms. Tyner presented the financial reports for April of 2021. She noted that the we have had to pay many building maintenance expenses recently. The Operating Fund has over 68% left to be expended for the year.

New Business: Ms. Tyner requested that the board approve a \$125,000 temporary transfer from the LIRF to the Operating Fund until the next property tax payment is received. Mr. Littell motioned to accept the resolution, with Ms. Stull seconding. Motion carried.

Ms. Tyner brought a request from Ms. Record in the Youth Services Department, for some additional furniture for the teen area. Mr. Littell motioned to accept the proposal, seconded by Ms. Stocks. Motion carried.

Ms. Tyner provided a hand-out on House Enrolled Act 1437, which affects board meeting electronic attendance. If the library board would like to offer trustees the option of attending board meetings electronically under certain circumstances, the board will need to adopt a written policy in the future to govern electronic attendance after the public health emergency has ended.

Ms. Tyner presented proposed staff position changes, transitioning Circulation Assistant Crystal Compton to a full-time position, adding 6 hours for CMMC assistant Toni Ridgway-Woodall and increasing her wages, and transitioning the Museum Educator position from 24 hours per week to a full-time position beginning in January 2022. Ms. Stocks motioned to approve the changes, seconded by Ms. Stull. Motion carried.

Ms. Tyner requested that the updated meeting room policy without COVID-19 restrictions be approved so that the library could move gradually toward the new policy. Ms. Stull stated that she felt it appropriate to leave the intermediate steps at Ms. Tyner's discretion, and motioned to accept the revised policy with Ms. Tyner in charge. Ms. Stocks seconded. Motion carried.

Mr. Keim introduced the topic of a letter Ms. Stull read aloud which announced her resignation from the library board after 15 years of service. She recommended Marilyn Smith to replace her on the board. Ms. Stull will continue to attend the meetings until Ms. Smith has been appointed to the board. Mr. Keim thanked Ms. Stull for her service. In appreciation of her board service, Mr. Keim has arranged for books to be added to the children's collection in her honor.

Public comments: No public comments.

Adjournment: Ms. Helms motioned to adjourn, with Ms. Stocks seconding. The meeting adjourned at 5:14 p.m.