

Crawfordsville District Public Library Board of Trustees minutes, December 8, 2022

Monthly Board Meeting for December

Dr. Benedicks called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Mrs. Helms, Ms. Smith, Mr. Foster, Dr. Benedicks, Mr. Mitchell and Mr. Littell. Mr. Keim was absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Nancy Bennett of the League of Women Voters was also present as an observer.

Public Comments: No public comments.

Minutes: Mrs. Helms made a motion to accept minutes from the November 10, 2022 meeting, seconded by Mr. Littell. Motion carried.

Claims: Ms. Tyner presented claims of \$648,766.73 with brief discussion. Mr. Littell motioned to accept the claims, seconded by Mr. Mitchell. Motion carried.

Committee Reports: Ms. Tyner provided a summary of the Crawfordsville Main Street meeting from November 21, 2022. Wayfinding signs are slated to be installed in the Spring due to a number of delays. There will be an annual Meeting held on January 23. The CMS Board discussed a speaker series for 2023 featuring historic preservation specialists. The full report is appended to the library minute book. Mr. Keim was not present to report on the Park & Rec Board. Ms. Smith reported on the Friends of CMMC. She attended the Santa Day at the CMMC, and more than 400 people attended. The next meeting of the CMMC Friends board is in February.

Old Business: Ms. Tyner contacted the State Board of Accounts for guidance on the employee bonus. The bonus must be paid through payroll, and requires an updated salary ordinance. The bookkeeper can prepare the payroll for the bonus on December 20 or include it with January's payroll. Mr. Littell motioned to adopt the required new salary ordinance in order to pay the bonus, with Mr. Mitchell seconding. Motion carried.

Director's Report: Ms. Tyner discussed making some changes to the statistical summary by possibly eliminating the "last month" counts, as this is not a significant comparison. Many months have non-library related variables that affect the circulation numbers. Ms. Tyner will also add the 2019 numbers as a benchmark, as 2020 and 2021 were disrupted by COVID-19.

An updated Patron Behavior Policy is being prepared with manager input. Ms. Tyner is meeting with the managers for further review of the document and preparation for submission to the board.

Ms. Tyner provided the board with a copy of the 1782 notice document.

Financial Reports: Ms. Tyner presented the financial reports for November. A few bookkeeping errors and fund allocation errors will be corrected by the book keeper on December 13.

New Business: Ms. Tyner presented insurance renewal quotes with a new recommended coverage option. Mr. Littell motioned to approve the new recommended coverage option with Mr. Mitchell seconding. Motion carried.

Ms. Tyner presented the new schedule of board meetings for 2023, and proposed returning the meetings of the library board to the conference room in 2023. The board approved the new schedule and venue change by consensus.

Adjournment: Mr. Littell motioned to adjourn, seconded by Mr. Foster. Meeting adjourned at 4:34 p.m.

DULY APPROVED by the Crawfordsville District Public Library Board of Trustees at its regular meeting held on the **12th day of January, 2023**, at which meeting a quorum was present.

NAY

AYE

Marilyn Smith

Mackelle Helms

D. Littell

Crystal Kendrick

J. Foster

Brian Keim

ATTEST: *Mackelle Helms*

Secretary, Board of Trustees