

Crawfordsville District Public Library Board of Trustees minutes, June 8, 2023

Monthly Board Meeting for June

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, Mrs. Helms, Mr. Mitchell and Mr. Littell. Mr. Foster and Dr. Benedicks were absent. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. Hank Swazay from Cox and Pritchett Plumbing, Inc. and Jeff Bushong from Hay-Bush Mechanical were also present. The meeting was held in the library conference room.

Normal meeting order was immediately suspended in order to hear from Mr. Swazay and Mr. Bushong. Both explained their quotes and preferred course of action on the pending HVAC work at the Carnegie Museum, and answered several questions. Once they had completed their explanations, they left, and the meeting returned to regular order.

Public Comments: No public comments.

Minutes: Mr. Keim made a motion to accept minutes from the May 11, 2023 meeting, with Mr. Mitchell seconding. Motion carried, with Mr. Littell abstaining.

Claims: Ms. Tyner presented claims of \$215,292.58 for the period of May 16, 2023 to June 15, 2023 with brief explanations. Mr. Littell motioned to approve, seconded by Ms. Smith. Motion carried.

Committee Reports: Ms. Tyner reported that there was no quorum for the last Main Street board meeting.

Mr. Keim reported that the Park board meets next week.

Ms. Smith attended a recent CMMC event and said the speaker was excellent, and that a Monty Python event is scheduled for July.

Old Business: None.

Director's Report: Ms. Tyner announced the hiring of the new CMMC Collections Assistant Braden Acton, who will begin at the library on June 14.

Ms. Tyner has requested a computer and printer for our new facilities technician, Justin Hays.

Assistant Manager of the Circulation Department, Dawn Bonebrake, and Circulation Assistant Kaela Allen have announced their resignations.

Ms. Tyner reports some questions have come in about the RFP for the website designs, but no submissions have been sent yet.

The Indiana Library and Historical Board meeting is scheduled for Friday, June 16, at 1 p.m. They will discuss the one-year waiver for the collections requirement.

Financial Reports:

Ms. Tyner presented the financials with brief explanations. The recommendations from the financial committee for changes in book keeping are nearly done. Mr. Littell asked about the \$774.30 receipt to the Rainy Day Fund made this month. Ms. Tyner will verify to be sure it was correctly credited.

At board direction, the book keeper has changed how the bank interest for the endowment funds is allocated, now depositing it into the endowment principle funds, rather than the endowment interest funds, which will be closed at the end of the year. The unrestricted Sinclair gift has been moved into the 200 Gift Fund.

The Tri-County Bank and Trust money market account is open, with the payroll account now set up and accessible.

Appropriation spending overall is right on schedule, with 58% of the year left, and 60% of the appropriation remaining.

New Business:

Due to the timing of the mid-year property tax payment, the board will need to authorize a temporary transfer from the LIRF to the operating fund to cover necessary expenses until the tax proceeds are received. Ms. Tyner presented a Resolution for Temporary Transfer of Funds. Mr. Keim motioned to transfer \$50,000 from LIRF to the operating fund, with Mr. Mitchell seconding. Motion carried.

Ms. Tyner presented a quote from A+ Construction Services, LLC for the 2nd floor parapet repair. Mr. Keim indicated no vote was required for quotes under \$5,000. The repair will now be scheduled.

The board voted on the Carnegie Museum HVAC project. Following some discussion, Mr. Littell motioned to accept the Hay-Bush quote to replace only the heat pump at a cost of \$7,247.00. Mrs. Helms seconded. Motion carried.

Ms. Tyner presented a customized calendar for the 2024 budget for the board's information.

Following several webinars on the subject, Ms. Tyner presented updates to the Collection Development Policy Materials Reconsideration Request form. Changes include instructions to the resident to read the entire work and comment on the work as a whole, limiting requests to residents or property owners within the library taxing district, and allowing up to five staff members to review and contribute opinions about the work. Mrs. Helms motioned to accept the corrections, with Mr. Littell seconding. Motion carried.

Ms. Tyner presented an updated 2023 Salary Ordinance with changes to reclassify Sierrah "Gracie" Chapman as a library assistant, from a shelver, with the accompanying raise. New staff hired since the previous ordinance was approved were also added to the document. Mr. Littell motioned to approve the salary ordinance update with Ms. Smith seconding. Motion carried.

Ms Tyner discussed deaccessioning the Manges Scrapbooks from the CMMC collection at the recommendation of Museum Curator Janna Bennett. The donor of the scrapbooks given to the CMMC in 2017 was a minor, and was not the sole owner of the items given. As a result, Mr. Keim motioned to return these scrapbooks to the donor, with Mr. Mitchell seconding. Motion carried.

Mr. Keim noted that this meeting is the last for board members Dr. Benedicks and Mr. Mitchell, who are leaving the board at this time. Mr. Keim asked for suggestions for replacements.

Adjournment: Mrs. Helms moved to adjourn the meeting, seconded by Mr. Keim. The meeting was adjourned at 5:03 p.m.

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

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ATTEST: _____

Secretary, Board of Trustees