

## **Crawfordsville District Public Library Board of Trustees minutes, July 13, 2023**

### **Monthly Board Meeting for July**

President Keim called the monthly meeting of the Board of Trustees to order at 4 p.m. Trustees present were Mr. Keim, Ms. Smith, Mrs. Helms, Mr. Foster and Mr. Littell. Mr. Josh Brewer joins the board as a new appointment with this meeting. Mr. Owen Bennett, who is awaiting appointment to the board, also attended. Ms. Tyner, library director; and Ms. Steelman Wilson, library assistant director; were also present. The meeting was held in the library conference room.

**Public Comments:** No public comments.

**Minutes:** Mr. Littell made a motion to accept minutes from the June 8, 2023 meeting, with Mrs. Helms seconding. Motion carried, with Mr. Foster abstaining.

**Claims:** Ms. Tyner presented claims of \$1,199,074.26 for the period of June 16, 2023 to July 14, 2023 with brief explanations. Mr. Littell motioned to approve, seconded by Mr. Foster. Motion carried.

**Committee Reports:** Ms. Tyner reported from the June 19, 2023, meeting of the Main Street Board that First Friday volunteers are currently needed. The fountain at the Canine Plaza is not working and needs a new motor. Ms. Lucas introduced a new software to be used by the local organization. A local historic district for Main & Green Streets was discussed.

Mr. Keim reported that the Park board met on July 12. The Frances Wooden park is now complete and should be opened soon. The city golf course is way ahead of last year's revenues, after several other counties' golf courses have closed.

Ms. Smith said that the CMMC board is meeting once per quarter. The Monty Python and the Holy Grail film screening will be held Thursday, July 20<sup>th</sup> at 7 p.m. at the Carnegie Museum.

**Old Business:** None.

**Director's Report:** Ms. Tyner pointed out that there has been a number of human resources changes since the last meeting, with Kaela Allen, Thomas Meeks, and Dawn Bonebrake leaving library employment, and Carri Willhite, Braden Acton, and Trinity Kunkel joining our staff. Christie Hunt, Joni Jeffries, and Hannah Gray have had promotions in their work assignments.

The Museum Educator position at the CMMC is proving difficult to fill, so Ms. Tyner requested permission from the board to advertise the vacancy as a full-time position. Several board members suggested to make it a flexible part- or full-time position. Ms. Tyner will advertise it in this way.

Mr. Littell asked for clarification of the statistics relating to borrower accounts. The total of served patrons is 8,471, which is the active borrower accounts plus the Internet user accounts.

### **Financial Reports:**

Ms. Tyner presented the financials with brief explanations. The tax settlement was received, so the temporary transfer of funds was not necessary to cover operating expenses. The July HVAC and lease payments have been made.

The book sale continues to do extremely well.

Ms. Tyner will be on vacation the last week of July.

Endowment funds have not been changed yet. The Financial Committee had recommended moving these to the Community Foundation. Mr. Littell suggested that Ms. Tyner speak with Kelly Taylor first.

Fifty percent of the year is left, and 53% of the appropriation remains to be expended.

Ms. Smith asked about the Indiana Library and Historical Board decision on the library's waiver of state standards, which was applied for in May. Ms. Tyner said that the board had granted the waiver.

Ms. Tyner attached the past two months' credit card reconciliations to the board packet. The annual community foundation report was also attached for board review.

### **New Business:**

Ms. Tyner requested that the finance committee meet one more time to review the salary classification. Also, the current investment policy needs updated. She will schedule the meeting next week.

The proposed slate of officers for July 1, 2023, to June 30, 2024, was President, Mr. Keim; Vice-President, Ms. Smith; Secretary, Ms. Helms; Treasurer, Mr. Littell; Assistant Treasurer, Mr. Foster. The slate was approved unanimously by voice vote.

Ms. Tyner agreed to continue to serve as the Main Street Board representative for another year.

Mr. Keim will continue to serve as the Park and Rec representative for the remaining one year of his term.

Ms. Smith agreed to continue to serve as the Friends of the CMMC Board representative for another year.

Ms. Tyner asked for a representative to serve on the Building and Preservation Corporation board. Also, she informed the board that James Ayres was the corporation attorney, but his firm is closing so a new attorney must be selected.

Mr. Littell moved to approve Mr. Keim as the Building and Preservation Corporation board member representing the library board for the last year of his term, and to use the same attorney as the library board. Ms. Helms seconded. Motion carried.

Ms. Tyner explained that the board packet contained Ethics policy and Conflict of Interest forms for the library board members to fill out and return to her.

The website, logo, and branding proposals were provided to the board for their review. Ms. Tyner, Ms. Steelman Wilson, and Ms. Bennett of the CMMC previously met to review and evaluate the proposals. The preferred proposal by the evaluation team was the 1909 Digital

proposal. A number of differences were noted, but the familiarity 1909 Digital had with working with museums and non-profit organizations plus the lower overall cost made it the front runner.

Ms. Tyner's preference was to have both the CDPL and CMMC websites and branding performed. The costs were \$38,000 on the 1909 Digital quote, and \$48,000 on the Hustlefish quote. After some discussion, Ms. Helms motioned to accept the 1909 Digital proposal, not to exceed \$45,000, seconded by Josh Brewer.

Mr. Littell specified that the expense should be paid from the operating fund.

Ms. Tyner presented information concerning librarian certification. Licensure is required for staff members spending at least 75% of their time on professional library tasks. The requirement for licensure is also connected to state library standards. Costs of the certification are paid by the staff member and are \$10 per year for a temporary license, renewable up to 3 years, and \$50 for a five-year license.

Mr. Littell proposed that those library staff eligible for a LC3 level and lower levels should have their licensure expenses reimbursed by library gift funds. This proposal was approved by consensus.

**Adjournment:** Ms. Smith moved to adjourn the meeting, seconded by Ms. Helms. The meeting was adjourned at 5:18 p.m.

**DULY APPROVED** by the Crawfordsville District Public Library Board of Trustees at its regular meeting held on the **10<sup>th</sup> day of August, 2023**, at which meeting a quorum was present.

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Secretary, Board of Trustees