

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 15, 2020
4:30 P.M. – NORTH MEETING ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:30 p.m.

Presiding Officer: Dale Moss, President

Board Members Present: Mark Munzer, Vice-President; Lynn Wilson, Treasurer; Hilda Kendrick-Appiah, Secretary; Linda Baker; Steven Palmquist

Board Members Absent: None

Staff Members present: David Seckman, Barbara Gillenwater, Debbie Beckham, Diane Stepro

Guests: None

Public Comments: None

Moss stated that our colleague Margaret Shea passed away on Sunday. The Board observed a moment of silence in her memory. Palmquist read a resolution to honor Margaret Shea. Munzer stated that she was one of the initial members on the Foundation Board and helped with the steering of it. The Resolution reads as follows:

A RESOLUTION HONORING MARGARET LAIRD SHEA

Whereas the Jeffersonville Township Public Library and the broader Jeffersonville community lost a valued member and leader on September 13, 2020, with the death of Margaret Laird Shea; and

Whereas Margaret Laird Shea was a tireless and outspoken advocate for education and the freedom to read; and

Whereas Margaret Laird Shea served for more than 14 years as a Member of the Jeffersonville Township Public Library Board of Trustees; and

Whereas Margaret Laird Shea's kindness, energy and graciousness enriched those fortunate enough to know and work with her, now, therefore, be it

Resolved, that the Board of Trustees of the Jeffersonville Township Public Library:

- (1) recognizes the significant contributions of Margaret Laird Shea over the course of her service to the library; and
- (2) extends its sincerest condolences to the family of Margaret Laird Shea.

Moved, seconded, and passed unanimously by the Board at its meeting on September 15, 2020.

Palmquist moved: That we adopt the Resolution Honoring Margaret Laird Shea
Seconded by: Wilson
Motion: Approved

CONSENT AGENDA

Approval of August 18, 2020 Board of Trustees Minutes

Approval of claims through August 31, 2020

Financial Report

Correspondence & Publicity

The Board agreed by consensus that the items on the consent agenda be approved as presented.

OLD BUSINESS

Public Hearing for 2021 Budget

Moss opened the meeting to a public hearing on the budget. As no one was present to speak on behalf of the public in regards to the 2021 Budget, the public hearing was closed by Moss. The Board will adopt the 2021 Budget in October.

HVAC Test and Balance Update

The Test and Balance on the HVAC system was scheduled to start on September 8, but that work was delayed another week. The work was started yesterday. It is about a two-week process.

Recommendation for New Board Member

Two names were presented to the Board as excellent choices for the vacant seat on the Board of Trustees. Moss communicated with Hal Kovert and he is interested in returning to the Board. Kovert gave up his seat previously to serve as the architect on the building and renovation project. He is a source of information and has given us valuable insight about the building.

Palmquist nominated Bethany Morrill. He stated she and her family moved here a few years ago, she has an MLS degree, is currently an assistant teacher in an elementary school, and has been very active in the community. She is an active patron and cares deeply about education and children and she is interested in serving in this capacity.

After some discussion, the Board felt they could not go wrong with either candidate, but decided to present Bethany Morrill's name to the Greater Clark School Corporation as our recommendation to fill the remainder of Margaret Shea's term.

Staff Association Report

Diane Stepro presented the Staff Association Report.

- It is good to have David Seckman here as our new Director. Many staff reported they have enjoyed the one-on-one meetings with him.
- Library staff conveyed their condolences for the loss of Margaret Shea.
- Several online programs have taken place since the last Board Meeting. The African-American Book Club has started meeting virtually and there have been several genealogy programs. The Youth Services department has had ten programs in the last month.
- Beckham and Jackson are meeting tomorrow to review Work Study applications for a page position. Interviews will take place via Zoom.
- Linde Stockton worked as our summer page. Her work ethic has been excellent and she has now been hired to be our regular part-time page.
- We have displays from the Smithsonian and National Archives for the Suffrage Centennial.

- Library Card Sign-Up Month is in progress.
- The Youth Services department has received a new grant from the Crusade for Children for \$3300 for the purchase of developmental and sensory tools and toys for the play area and storytimes.
- Both library locations are getting free book sets for children from the National Park Service that commemorate the Suffrage Centennial.
- The Youth Services department is working with teachers at the new school to coordinate dropping off books every week; they are also working with families who are doing online school.

DIRECTOR'S REPORT

- Seckman expressed his appreciation for the Meet and Greet that was held for him on his first day of work. It was great to meet staff and he appreciated the Board coming to that event.
- He attended an in-person One Southern Indiana question and answer luncheon with the Indiana governor. He was able to do some networking and made a few connections. The Governor feels the State is headed in the right direction economically.
- Seckman has been having one-on-one meetings with the staff; he has met with about 33 staff members so far. These were scheduled as 15-minute meetings, but many have gone longer. Staff was given the prompt question of what should the library start doing, stop doing, and continue doing. He has gotten some good insights from staff and has seen some common themes.
- He wrote a brief article that included a little of his bio and highlighted library services for the website.
- Carpet cleaning was done in the Youth Services department this week.
- Seckman met with Melissa Fry via Zoom. They talked about the Strategic Long Range Plan. The fee would be \$5000 - \$7000, probably closer to \$7000. She would not be able to start until January and it would take approximately six months. The Board stated she did a very thorough job the last time and they would be in favor of using her again.

Wilson moved:	That we engage Melissa Fry to work with the Strategic Long Range Plan.
Seconded by:	Kendrick-Appiah
Motion:	Approved

- As mentioned previously, the Youth Services department received a \$3300 grant from the Crusade for Children.
- We were on the front page of the News & Tribune; the article was about the current art exhibit "Unchained: the Art of Recovery." which is on display in the second-floor gallery. The artwork was done by inmates in the Clark County Jail.

Palmquist asked about the learning curve. Seckman stated meeting one-on-one with the staff has helped him to see what we are doing well and what we need to improve on. He is excited to start implementing some of the good ideas. Some of the recurring themes include:

- Staff would like to have security here each evening until closing time; it would be budget neutral if they came in an hour later.
- We need consistent staffing to help patrons in the computer lab.
- We need consistent disciplinary practice with customers.
- Seckman took a few webinars on the Budget. They are recorded, so he can review them as needed. Baker & Tilly are a good resource. The New Director workshop was beneficial and it too was recorded; it will be a helpful resource to watch again as a lot of information was given out all at once. A lot of good contact information was given out at the workshop.

When asked about his first impressions, Seckman stated they have been fantastic and have exceeded his expectations. The staff and Board have been very supportive and helpful. He walked into a great situation with both buildings being recently remodeled and the new Makerspace. He feels fortunate to be here and thanked the Board for the opportunity. The Board offered their services and help.

Wilson moved: That we adjourn.
Seconded by: Palmquist
Motion: Approved

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, October 20, 2020 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:19 p.m.