

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, OCTOBER 20, 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 4:29 p.m.

Presiding Officer: Dale Moss, President

Board Members Present: Lynn Wilson, Treasurer; Hilda Kendrick-Appiah, Secretary; Linda Baker; Bethany Morrill

Board Members Absent: Mark Munzer, Vice-President; Steven Palmquist

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

Guests: None

Public Comments: None

Moss welcomed Bethany Morrill to the Library Board of Trustees. Morrill was appointed by the Greater Clark County Schools to fill the remainder of the term left vacant by the resignation and then passing of Margaret Shea. Morrill introduced herself by stating she grew up in Northern Michigan and went to college and graduate school in Kentucky. She received her MLS from the University of Kentucky in 2007. She and her husband lived in Louisville for about 12 years and in England for 1 year. She loves books. She stayed home with her girls for many years and they are avid library users. Morrill started working in February as a para-professional at Riverside Elementary. She is a member of Wall Street United Methodist Church and that is where she got to know Margaret Shea and Steven Palmquist.

CONSENT AGENDA

Approval of September 15, 2020 Board of Trustees Minutes

Approval of claims through September 30, 2020

Financial Report

Correspondence and Publicity

Baker moved: That the items on the consent agenda be approved as presented.
Seconded by: Kendrick-Appiah
Motion: Approved

STAFF ASSOCIATION REPORT

- The Public Services Department reports that Linde Stockton has resigned from her Page job. October 29 will be her last day. We hope to fill the position as soon as possible.
- Mary Pardon resigned from her Clerical Assistant position on October 15. We wish her all the best and appreciate her hard work and dedication to the library.

- Several staff members are planning a 120th-anniversary celebration for the library in December of this year. Most of it will be done virtually.
- The Staff Association is hosting a retirement party for Becky Kelien at 5:30 p.m. this Friday, Oct. 23 at the Branch. The party will be in-person with masks required and limited refreshments. A slide show presentation has been put together.
- The staff association has started working on plans for Christmas.
- Youth Services is working with the Jeffersonville Housing Authority to provide Halloween treats. Youth Services gave them spaceship toys and the library supplied them with pens with our logo on them.
- Youth Services partnered with the after school program at Greater Clark Schools; children in that program will all be getting library cards.
- Attendance at our virtual programs is increasing.
- The flooring in the Youth Services program room is being replaced; we are just getting started on that project.

OLD BUSINESS

Resolution to Adopt the 2021 Budget

The 2021 Budget is ready to be adopted as outlined.

Fund Name	Adopted Budget	Adopted Tax Levy
Rainy Day	\$75,000	\$0
General	\$2,693,000	\$1,744,236
Debt Payment	\$468,763	\$469,000
Library Improvement Reserve	<u>\$0</u>	<u>\$0</u>
	\$3,236,763	\$2,213,236

Wilson moved: That we approve the budget for 2021.
 Seconded by: Kendrick-Appiah
 Motion: Approved

The Resolution for Appropriations and Tax Rates was signed by the Board.

Test and Balance Update

The technician was here for several weeks. He found a few areas that needed repair. By the time Alpha Energy Solutions got the repairs made, the technician had moved to another job, so we have to wait to get him back.

Board of Trustees Appointment

The Greater Clark County Schools has appointed Bethany Morrill to fill the vacant seat on the Board. She was sworn into office and the appropriate documents were signed and notarized. One copy will be returned to the clerk of the Circuit Court.

NEW BUSINESS

Interest from the Construction Fund

We have \$94,000 of interest money that was generated from the construction bond. We need to use this for capital improvement projects. A few staff members have been meeting to prioritize projects that need to be done. Some items being considered are:

Stairs at Clarksville

The design of the stairs on the Triangle Drive side of the Clarksville Branch does not allow for a normal gait and the last concrete job did not hold up well. Redoing the stairs would make them safer. Seckman will talk to Amanda Hunsucker and get her thoughts on this.

Security Camera

A security camera in the patron parking lot at the main library is another consideration. Nothing was done to replace the camera that is blocked by the River Birch tree. We hope to have more information next month.

Book Drop

One of the book drops at the Clarksville Branch is in bad shape. We would like to replace it with a new book drop that matches their other one. The cost is \$5795; it should last many years.

Wilson moved: That we replace the book drop at the Clarksville Branch Library for \$5795 and pay for it out of the bond interest money.
Secoded by: Baker
Motion: Approved

Lighting for Branch Parking Lot

The lighting for the Clarksville Library parking lot needs to be replaced. The lighting is pretty dim and brighter lights would provide a safer environment for patrons and staff. A total of 21 lights are needed. The lights that have been selected are \$416.90 each, for a total cost of \$8754.90. They are LED lights, which should last a long time and save on the electric bill. Burton would be able to install them. This project would be funded through a different account, rather than the bond interest money. The lights need to be ordered using the credit card and any credit card purchase over \$1500 needs Board approval.

Wilson moved: That we purchase 21 LED lights for the Clarksville Branch Library parking lot at a total cost of \$8754.90. The library credit card may be used for this purchase.
Secoded by Morrill
Motion: Approved

Branch Manager Job Description

According to IC 36-12-2-24b duties of library boards includes determining the number and prescribe the duties of the librarians and other individuals, with the advice and recommendations of the library director. Approving job descriptions would fall under this duty. We will work towards reviewing job descriptions periodically, but for the sake of timeliness in a new hire, we may have to post a job description before its final approval by the Board. The job description for the Branch Manager was updated with a few additional duties and some minor changes to the wording.

Kendrick-Appiah moved: That the Branch Manager job description be approved as presented.
Secoded by: Moss
Motion: Approved

Seckman reported that we have received several applicants for the Branch Manager position; we interviewed one applicant today and have two more interviews scheduled for this week.

Shared Leave Policy

Seckman stated a Shared Leave Policy allows staff to donate time to a sick leave bank so that a staff member with a serious medical condition could draw from it. We are interested in developing this type of policy if it is something the Board would support. The Board was familiar with this type of policy and felt

it would be a good way to help staff going through a catastrophic illness. We will work on developing this policy and bring it to a future meeting for approval.

FOUNDATION REPORT

Morrill was given a brief history of the forming of the JTPL Foundation. The Foundation had put most of its activities on hold until a new Director was in place. They are now ready to move forward. Seckman stated that he was encouraged by a recent meeting he had with Kornberg and Munzer. He anticipates that the Foundation will resume their regular meetings soon.

DIRECTOR'S REPORT

- Seckman received an email from a patron last Friday, commenting on our exceptionally kind and helpful staff. It was a very nice note and Seckman was able to determine that it was Kimberly Jackson that gave this patron such awesome service.
- Becky Kelien is retiring; her last day will be Friday, October 30. She has 39 years of service as a full-time librarian and 27 years with our library. We are excited for her. Her retirement reception will be this Friday at 5:30 p.m. at the Branch. We are in the process of interviewing candidates for the Manager position.
- We now have a dedicated person in the computer lab. Previously, we did not have someone there at all times. It is a way to provide better customer service.
- We have eliminated the need to keep all the library card paper applications that have been saved for many years. LIB-10-03 states we have to save library card applications, but further research shows the record in the computer is the patron record, so we no longer need to hold onto the paper copies. Previously, patrons could do an online application, but to get their library card they had to also do a paper application. The process is being streamlined so patrons can just do the online application.
- We have received a reimbursement of \$1400 through the Cares Act for expenses related to COVID-19, such as face masks, hand sanitizer, and disinfectant wipes.
- We recently received notice that the Library is in compliance with the Public Library Standards for 2019.
- Seckman had a Zoom meeting with Baker Tilly and gained a clearer understanding of the budget process.
- We have received an Advancing Racial Equity Grant from the Eli Lilly Foundation. The library received 62 books, most are for youth but some are for teacher's professional development.
- 134 new library cards were issued in September.
- To be more uniform in our handling of situations with patrons, we are working on a process to address standards for public behavior and to provide progressive discipline procedures for chronic offenders. We want to provide a welcoming environment for everyone and following these standards will help.
- Seckman met with our regional coordinator for the state library. She showed him resources for professional librarians and the organization. The Indiana State Library gives you the tools to be successful. Long Range Plans are one example of this. It was noted that our Long Range Plan is the example they show for larger size libraries.
- As previously stated, Seckman met with a team to discuss library repairs and renovations.
- Mary Pardon and Linde Stockton resigned from their positions in the Public Services Department; we are working on filling those positions.
- Seckman met with our Ad-Tec representative regarding our eRate account for 2021.
- Seckman and Beckham are just starting the process of revising the staff manual.
- December 17 marks the library's 120th anniversary. Seckman met with the staff who are planning a celebration for this event. Most of the activities will be virtual. Weidner will do a presentation via Zoom and we want to have a trivia questions activity. It was suggested that we advertise on

social media that we are trying to collect pictures, favorite memories, and stories on how the library has impacted the lives of its patrons. We could share some of these memories on social media leading up to the event.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Wilson requested that after a Branch Manager is hired that she set up a meeting with Seckman, the Branch Manager, and the school superintendent, Tina Bennett, to see how we can get the library and the schools connected. Seckman stated that he is meeting tomorrow with the Superintendent and Head of Elementary and Secondary Education at the Greater Clark County Schools.

Baker wanted to thank Seckman and Beckham for their help in finding recent renditions of the Board Bylaws. One of the jobs of the Secretary is to make sure they are reviewed every year.

Kendrick-Appiah complimented the staff for the handling of patrons as noted in the Incident Report Summations. In particular, she referenced a patron that was injured a year ago and just brought it to our attention.

Moss asked if the Board could get quarterly reports with some measures indicating how we are doing so that as ambassadors and advocates of the library they can give concrete examples of what is going on at the library and perhaps share a story of how the library has impacted someone's life. Seckman stated we will work on providing this.

The Board stated that if Seckman is not able to use the plane voucher that he received when the New Directors Meeting that was scheduled in Indianapolis in August was changed from an in-person meeting to a virtual meeting, that they will reimburse him for the cost of that plane ticket (approximate value of \$300).

The Board welcomed Bethany Morrill once again.

Kendrick-Appiah moved: That the meeting be adjourned
Seconded by: Wilson
Motion: Approved

The next meeting of the Board of Trustees will be on Tuesday, November 17, 2020 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:35 p.m.