

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, NOVEMBER 17, 2020
VIA ZOOM MEETING AT 4:30 P.M.
<https://zoom.us/j/96782029055>
Meeting ID: 967 8202 9055
Passcode: 253397**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:32 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, Bethany Morrill

Board Members Absent: None

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

Guests: Drew LaMaster, Insuramax

Public Comments: None

The Board expressed congratulations to Wilson for her re-election to the Clarksville Community School Board. Kendrick-Appiah attended the meeting in-person. The remaining Board members attended via Zoom.

NEW BUSINESS

Health Insurance Proposal 2021

Drew LaMaster, Director of Employee Benefits at Insuramax reviewed the proposal for health, dental, vision, disability, and life insurance via Zoom. He stated the employees submitted information for medical underwriting this year but there were not any better options for our group at this time. The insurance committee is satisfied with our current carriers and was in favor of the plans presented today. The plans presented are within the 2021 library budget.

Palmquist moved: That we approve the insurance package for 2021 as presented.
Seconded by: Wilson
Motion: Approved

CONSENT AGENDA

Approval of October 20, 2020 Board of Trustees Minutes

Approval of claims through October 31, 2020

Financial Report

Correspondence, Publicity

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

STAFF ASSOCIATION REPORT

- Stepro reported that the Youth Services department recently had a voting booth to allow young people to participate in the voting experience. They voted for their favorite Doreen Cronin character; the duck won.
- Morgan returned to work yesterday and will work part-time for the first week or two.
- The Public Services department has a new volunteer who will work 20 hours for National Honor Society.
- Jennifer Harl became the new Branch Manager on November 2, 2020.
- We are still searching for a new Clerical Assistant at the main library and for a Public Services Librarian for the Branch location.

OLD BUSINESS

Shared Leave Policy

Last month we asked if the Board would support the Library having a Shared Leave Policy and they stated they were in favor of this. A draft policy was written and sent in the Board packets for review. We checked with our insurance broker, and we can use this policy to bolster our Short and Long Term disability insurance; it would not replace our disability insurance. Before approving this policy, the Board would like for us to clarify that this policy covers all employees who work 20 hours or more *per week*. After further discussion, we decided to fine tune the policy a little more and bring it back for approval at the December meeting. Since the policy will not be approved until after this year's open enrollment, we will make provision to start the shared leave bank once it is approved.

NEW BUSINESS, continued

Background Check Policy

The Indiana state legislature passed a new law that states all public libraries have to have a Background Check Policy by December 31, 2020. We looked at policies from other libraries and drafted the policy that has been submitted for consideration. Seckman asked if the Board wants Board members to be included in those who will get a background check; the Board is in favor of present and future Board members having a background check. The Board also recommends that we require all current employees to undergo a background check at the same time and future employees as they are hired. There was some discussion as to who would do the Background checks; we will research this further and come back next month with a recommendation. The Board feels the limited background check policy is enough for current employees.

Morrill moved: That the Criminal Background Check Policy be approved as amended, to state all employees *will* undergo a background check.
Seconded by: Kendrick-Appiah
Motion: Approved

Holiday Closings 2021

A list of Holiday Closings for 2021 was presented for Board approval. It includes nine holidays that the Library will be closed and four days that we will close early. Seckman asked if the Board would consider adding the day after Thanksgiving as a paid holiday for employees, as it is typically a slow library day. The Board was in favor of adding the Day after Thanksgiving to the Holiday Closings for 2021 and years subsequent to that, bringing it to ten paid holidays. They also wanted us to add, "if observed" to the Thunder Over Louisville closing time for next year.

Wilson moved: That the Holiday Closings for 2021 be approved as amended, adding “if observed” to the Thunder Over Louisville closing and adding the Day after Thanksgiving as an annual paid holiday.
Seconded by: Kendrick-Appiah
Motion: Approved

OLD BUSINESS, continued

Clarksville Library Steps Proposal

We received interest money from the Bond project that can be used for some capital improvement projects. Seckman met with a committee to prioritize the needs of various projects. Due to safety concerns, the need to redesign and redo both sidewalk and step entrances at the Clarksville Library became a top priority. Seckman met with Hal Kovert and Amanda Hunsucker last week to discuss this project. Kovert estimated the cost of this project would be \$62,000 and his preparation of drawings/specs for obtaining contractor quotations would be \$3600. Today, we need to approve Kovert-Hawkins doing the design work. We will wait until the spring for the actual project construction work.

Palmquist moved: That for a fee of \$3600, Kovert-Hawkins Architects, Inc. will be used to prepare the drawings/specs for obtaining contractor quotations for Sidewalk, Steps & Curb Replacement at the Clarksville Branch
Seconded by: Wilson
Motion: Approved

COVID-19 Discussion

We have a Pandemic policy in place, but Seckman would like to have a game plan in case things get worse and if there is not a mandate from the government. After some discussion it was decided if we are short staffed or if Clark County goes into the red zone the following plans would take place:

- The library would close to the public.
- Curbside service will continue to be made available, Monday – Friday, including at least one evening.
 - We will make sure either two staff members will be present when making curbside deliveries after dark, or one security officer will work on the evenings we are open for curbside service.
- Our parking lots can be used for Wi-Fi.
- We will continue our 72-hour quarantine for all returned materials and all items will be cleaned before being returned to the shelf.
- Staff will continue to receive compensation if we have to close due to the pandemic.
- Staff will continue working as much as possible.
- We will continue to look for creative ways to serve the public.
- We will observe what other libraries that are in the red zone are doing.

The Board is sensitive to staff health and do not want to put them at risk.

Temporary Pay Increase for Extra Duties

While Morgan was recently off for an extended period of time, Zelivetz took on a lot of extra duties and responsibilities. She did extra kid’s programs, supervised staff, made community connections, attended APT meetings, and took on a leadership role. We feel it is only fair to give her a one-time monetary compensation for extra duties performed.

Kendrick-Appiah moved: That Zelivetz be awarded a one-time extra pay compensation of \$500 due to extra duties and responsibilities taken on temporarily.
Seconded by: Baker
Motion: Approved

Public Services Librarian – Branch, Job Description

We recently updated the job description for the Public Services Librarian at the Branch and would like to have it approved prior to hiring a new person for this position.

Wilson moved: That the Public Services Librarian - Branch job description be approved as presented.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

Munzer stated that the Foundation Board met last Tuesday and introduced Seckman to the group. Kornberg felt a sense of readiness to move on and renewed enthusiasm. Seckman, Lewis, and Kull set up a committee to explore where we want to go and to prioritize future plans for the Foundation. The Foundation approved \$400 for lunches for staff as part of our 120th anniversary celebration. They will also give \$100 to each library location to help with protective frames for commemorative plaques that will be created in our Makerspace.

DIRECTOR'S REPORT

- Jennifer Harl is the new manager at the Clarksville Library. She has been with us since 2001. She has been the Public Services Librarian at the Branch for the last ten years. She knows the community, our customers, the building, and has a good rapport with staff.
- Seckman met with the Greater Clark County School superintendent. Starting in January, when students register for school they will be given a link to sign up for a library card directly from their school registration.
- We recently determined that we can get rid of duplication of records for library card applications, which means we no longer have to keep the paper copies.
- We recently started promoting online signup for library cards. Jackson came up with the slogan “Save Time, Apply Online.”
- We did a Facebook boosted post and we bought an ad for One-Weekly which has over 4000 subscribers. We will be anxious to share statistics next month.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The Board asked Seckman to keep them informed about any closures if they become necessary.

The next meeting of the Board of Trustees will be on Tuesday, December 15, 2020 at 4:30 p.m.

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

As there was no further business, the meeting adjourned at 6:10 p.m.