

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JANUARY 19, 2021  
VIA ZOOM MEETING at 4:30 P.M.  
<https://zoom.us/j/94806299367>  
Meeting ID: 948 0629 9367  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

**CALL TO ORDER OF BOARD OF FINANCE**

The Board of Finance 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, Debbie Beckham, Barbara Gillenwater, Jennifer Harl, Lori Morgan

Guests: Hal Kovert, Kovert Hawkins Architects, Inc.  
Dr. Melissa Fry, Director of IUS Applied Research and Education Center

Public Comments: None

**Election of Board of Finance Officers [IC 5-13-7-6]**

Officers need to be elected for the Board of Finance. We generally use the same officers for the Board of Finance as we do for those serving on the Board of Trustees.

Baker moved: That the officers for the Board of Finance be the same as the officers for the Board of Trustees.

Seconded by: Wilson

Motion: Approved

**Review of account balances and investments [IC 5-13-7-7]**

The last page of the financial report contains the balances of all our accounts. The Board reviewed these accounts. The investments we have are in Trust Indiana and they are listed on that same page.

**Review of investment policy [IC 5-13-7-75]**

Copies of the investment policy were given to the Board for review; it was noted that no changes to the policy are needed at this time.

**Clear outstanding checks**

We do not have any checks over two years old, so none need to be cleared.

The meeting of the Board of Finance closed at 4:33 p.m.

**CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS**

The regular meeting was called to order at 4:33 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, Debbie Beckham, Barbara Gillenwater, Jennifer Harl, Lori Morgan
- Guests: Hal Kovert, Kovert Hawkins Architects, Inc.  
Dr. Melissa Fry, Director of IUS Applied Research and Education Center
- Public Comments: None

**CONSENT AGENDA**

**Approval of December 15, 2020 Board of Trustees Minutes**

**Approval of claims through December 31, 2020**

**Financial Report**

**Correspondence & Publicity**

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

**STAFF ASSOCIATION REPORT**

Morgan reported that lunches were provided for staff last month in celebration of the 120<sup>th</sup> anniversary of the library. One department was out on that day so another day will be selected to provide lunches for them.

**OLD BUSINESS**

**Clarksville Sidewalk & Steps Plan Presentation – Hal Kovert**

Kovert showed a drawing of the Clarksville building. The plan is to remove the old concrete steps, sidewalk, and curbs on both the Eastern Boulevard and Triangle Drive sides and replace them with new concrete. There will be some design changes on the Triangle Drive side to make the steps easier to navigate and two handrails will be installed. On the Eastern Boulevard side, the curb and walk will be poured as one unit, rather than two separate units, as was done previously. Handicap access will be available at both public entrances, as well as the staff entrance. The book drop on each side of the building will be removed while the work is being done and then set back in place. The bicycle rack in the front will be replaced. Only one entry will be done at a time, so the public will always have access to the building. Kovert hopes to get the plans out for bid in about one week and to award the bid at the March Board meeting. Work should begin in April and hopefully, the weather will not be much of a factor by then.

## **Alpha Service Contract**

Seckman got two references from A. J. Warren, with Premier Mechanical Contracting, but they were references from other contractors, rather than from clients. Seckman is open to considering other commercial HVAC businesses. The Board gave him several names to consider.

## **NEW BUSINESS**

### **Long-Range Plan – Melissa Fry**

The Board Members and staff introduced themselves to Fry and told what role they play at the library. Fry stated that the Long-Range Plans are driven by the Indiana State Library guidelines and are dictated by law. We will follow the same approach that we did six years ago that resulted in the 2014 plan. Due to their connections to the schools, the Planning Committee at that time included Lynn Wilson, Hilda Kendrick-Appiah, and Lori Morgan. Fry stated that as we begin working on the new plan we want to be very intentional to consider the needs of the Hispanic and Black communities, as well as the aging population. The process will include the following items:

- Brainstorming sessions with the Board and staff
- Quick survey to cardholders to measure satisfaction and get input to move forward
- Drafting of the Strategic Plan
- Revisions by the library management team
- Bring back to Board for approval in either June or July

Seckman expressed to Fry his interest in focusing on excellent service and removing barriers that prevent people from using the library. Our experience with COVID-19 has revealed opportunities for new ways to provide services. Virtual programming may be a way to reach those who cannot physically come to the library. One goal will be to promote existing services to make people very aware of services that are already available. A community forum will be held near the beginning of the process and further communication at the end of the process. Since having people connected to the schools is so important, Kendrick-Appiah and Wilson both volunteered to serve on the committee. A brief Board questionnaire may be used to get the thoughts of the Board.

### **Proposed Step Increase for a Staff Member**

Kimberly Jackson has been with us for 22 years. She started as a page in 1998 and has worked her way up to the management level. She has been a manager for over 10 years. A recent salary review led us to believe that someone with her experience and knowledge needs to be compensated at a higher rate. We propose giving her a three-step increase. The Board expressed their high opinion of Jackson and they gave their full backing for this salary increase. The budget can support it. It was also noted that, in the future, we may want to review the use of the step system, and it could be included in our long-range plan.

Palmquist moved: That the three-step increase be given to Jackson.

Seconded by: Kendrick-Appiah

Motion: Approved

### **Updated Dress Code Policy**

When Seckman began his work as Director he had Start, Stop, and Continue conversations with all employees. One thing that was mentioned several times during those conversations was that staff felt some updates were needed to the dress code policy that was adopted in 2017. Seckman and Beckham looked over the policy and made appropriate changes and then sent it to the Administrative Planning Team (APT) for their review. Some changes were made as to when reading-related t-shirts can be worn and wearing them will be used to raise funds for the staff association. Some clarifications were also made about the wearing of denim jeans. A “Work Conduct” section was added, emphasizing we want to give customers our full attention.

Munzer moved: That the Dress Code and Work Conduct Policy be approved as presented  
 Seconded by: Wilson  
 Motion: Approved

**Transfer Between Appropriations**

We need to make a few transfers to appropriations.

Operating Fund Transfers

<b>Amount</b>	<b>From</b>	<b>To</b>
\$16,000.00	411.1 Salary, Director	411.2 Salary, Professional
\$11,000.00	411.5 Salary, Custodial	411.4 Salary, Part-time
\$20.00	422.2 Fuel, Oil, Lubricants	422.1 Cleaning & Sanitation Supplies
\$4,000.00	431.81 eBook Services	431.8 Database Licensing
\$200.00	435.2 Utilities, Electricity	435.3 Utilities, Water
\$600.00	436.4 Repairs, Computer Software	436.2 Repairs, Equipment
<b>\$31,820.00 Total</b>		

We did not have any encumbrances from 2020.

Kendrick-Appiah moved: That we accept the account transfers as presented.  
 Seconded by: Baker  
 Motion: Approved

**FOUNDATION REPORT**

Seckman talked to Kornberg last Friday. He plans to send something out to the Foundation Board for an early February meeting.

**DIRECTOR’S REPORT**

- Our new Public Services Librarian, Jenny Quiroga, started working at the Clarksville Library on January 11, 2021.
- Since our last meeting, the Youth Services, Technical Services, and the Clarksville Library have all been impacted with one or more members having been exposed to COVID-19.
- Curbside service pickup continues to work well; everyone is working together to keep it going. The numbers for curbside service have been pretty consistent, with Mondays usually being the busiest day. The craft kits-to-go remain popular.
- The criminal background check and Sex Offender Registry check for all current employees and the Library Board are complete. Everyone is free and clear.
- The Shared Leave Policy is now in effect and we have completed our first round of donations to the Shared Leave Bank. 61% of eligible employees participated and they donated a total of 157 sick leave hours.
- We received a grant from Indiana Humanities One State / One Story. It is a statewide read. The selected book is *The Year We Left Home*. This activity will take place in the spring and we will have some discussion and virtual programs. It is a great way to promote literacy. Indiana Humanities gave us 50 copies of the book to distribute and they do not have to be given back.
- We have purchased online homework help from Brainfuse called HelpNow. We think it will be a valuable tool.
- Follow up on some statistics from last month’s meeting:
  - The population of the Jeffersonville Township in 2010 was 59,062.
  - Total cardholders (excluding reciprocal and other stat codes): 22,249
  - Total cardholders active in the last 5 years (excluding reciprocal and other stat codes): 18,763
  - 38% of the population have cards.

- 32% of the population with activity in the last 5 years.
- We average 600 – 800 checkouts a month with our streaming service Hoopla. Items are always available and do not have to be put on hold; we pay per checkout. This is about half the number of Overdrive checkouts per month. Overdrive has more popular materials available, but Hoopla has become more contemporary than they once were.
- We received our portion of the state library technology grant to reimburse us for the money we spend on broadband. The check amount was \$9,431.
- We are paying an unemployment rate of 0.5%, which indicates we do not have much turnover.
- While we are closed to the public, we only have a Security Office for one three hour shift on Monday evenings when we are open late for curbside service. The security officers will return when we open back up to the public.
- Seckman would like for Clark County to be in the yellow zone for two weeks before we reopen.
- We have notified the health department that we would be glad to be a vaccination site.

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

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, February 16, 2021 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:50 p.m.