

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 16, 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; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:31 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: Bethany Morrill

Staff Members present: David Seckman, Debbie Beckham, Barbara Gillenwater, and Jennifer Harl

Guests: Libby Pollard, former JTPL Library Director;
Dr. Melissa Fry, Director of IUS Applied Research and Education Center

Public Comments: None

CONSENT AGENDA

Approval of January 19, 2021 Board of Trustees Minutes

Approval of claims through January 31, 2021

Financial Report

Correspondence & Publicity

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

ELECTION OF OFFICERS FOR 2021

Board officers for the upcoming year need to be appointed. The officers will assume their new positions at the March Board Meeting. For the past several years, a rotation of officers has been used. The Treasurer is allowed to serve up to three terms due to the paperwork involved in appointing a new treasurer. Wilson has served her maximum number of terms as Treasurer, so a new Treasurer needs to be appointed. After some discussion, the slate of officers presented is as follows:

President:	Mark Munzer
Vice-President:	Lynn Wilson
Treasurer	Hilda Kendrick-Appiah
Secretary	Steven Palmquist

Baker moved: That the slate of officers be approved as presented.
Seconded by: Munzer
Motion: Approved

NEW BUSINESS

Plaque Presentations

The Board recognized Libby Pollard and thanked her for the eleven years of great service and leadership she provided as Director of the Jeffersonville Township Public Library. Moss read the highlights of Pollard's career and expressed the Board's deep appreciation for all that she accomplished. Pollard was virtually presented with a plaque recognizing her years of service and retirement from the Jeffersonville Township Public Library. Pollard stated it was a pleasure to serve as the Director and that her success was thanks to the Board and Staff. She expressed her appreciation to everyone and stated she felt we have good leadership with Seckman.

Jennifer Harl was recognized by Seckman for her 20 years of service and she was virtually presented with a plaque recognizing this milestone. Seckman summarized Harl's time at the library where she started as a page and now serves as the Branch Manager. He stated she has done an outstanding job, she has been enthusiastic and is wonderful with developing connections in the community. Harl is doing well with developing staff and keeping staff morale high. She is a great asset to our organization and the best is yet to come. Harl expressed her thanks and stated she is looking forward to the next 20 years.

Long-Range Plan – Melissa Fry

In working towards a new Long-Range Plan, Fry conducted a brainstorming session with the Board to help them envision the future of the library. They focused on these main topics:

1. If funding and politics were not issues, what would things look like in Jeffersonville and Clarksville in 5 years?
2. What is the role of the Jeffersonville Township Public Library in your vision of Jeffersonville and Clarksville? What is happening in the library buildings?
3. What are common barriers to the level and type of use you envision?
4. What portions of the population are underutilizing the library?
5. Do you have hopes for the library's next three years that are not reflected in today's discussion?

The Board gave their input and discussion on each of these topics took place. Fry will compile the results as she works through the long-range planning process.

New Job Description

For several years the management team has discussed having a floating position that could work in various departments when staff members go on vacation or are out for other reasons. We have developed a job description for a Floating Clerical and Lab Assistant and would like to pursue filling this position once the job description is approved. It would be the same job class and pay grade as the regular Clerical Assistant. The person filling this position would be well-trained to work in multiple departments. This position would report to the Public Services Manager, who would schedule this person to work in various locations. We would like to give them their schedule two weeks in advance. This position was added to the Budget for 2021.

Palmquist moved: That the Floating Clerical and Lab Assistant job description be approved as presented.
Seconded by: Wilson
Motion: Approved

Vacation Payout Report and Policy

In the past, we did not have a cap on the number of vacation hours an employee could accumulate and staff continued to accrue vacation hours. It became an unfunded liability that needed to be dealt with. A new vacation policy was put into effect on November 1, 2015, that included a five-year plan to reduce the vacation liability. We have now worked through that five-year plan and the last vacation payout was made on January 27, 2021. When we started working on this, we had nine employees with a vacation liability of \$44,596. Over five years we paid out \$21,972.26 plus an additional payout of \$11,075.61 paid to one staff member when she retired, for a total payout of \$33,047.87. We are excited to have accomplished our goal.

Due to this phase of the vacation policy being completed, we need to update the policy and remove the sections that pertain to a vacation payout. Seckman proposed a few additional changes, as well. Primarily, he would like to increase the number of vacation days full-time employees can earn when they begin their employment. The Director and Professional staff were starting with 20 days annual leave, while all other full-time employees only got 12 days. He felt that was too much of a difference between the two levels and would like to change the amount of vacation time non-professional, full-time staff could earn to a starting level of 15 days. Starting annual leave time for eligible part-time employees would remain at 12 days annual leave. The vacation caps from the previous policy would remain in place.

Palmquist moved: That we adopt the updated vacation policy as presented.
Seconded by: Baker
Motion: Approved

Staff Institute Day

For the past several years, Staff Institute Day was held in March. This is a day that the library is closed to the public all day so we can provide staff training. We were not able to have it last year due to the pandemic and to do it in March this year it would be necessary to do it virtually. We would prefer to wait until this fall in hopes that we will be able to meet in-person by that time. Seckman proposed that we have Staff Institute Day on October 21 this year. This is after fall break for the schools and it is the day of our regularly scheduled staff meeting day.

Wilson moved: That Staff Institute Day be on October 21, 2021.
Seconded by: Kendrick-Appiah
Motion: Approved

OLD BUSINESS

Clarksville Sidewalk & Steps Update

Seckman reported that Kovert Hawkins Architects is accepting bids on the Clarksville sidewalk project until March 2, 2021. They sent out requests for proposals to three companies and he will have a report at the next Board meeting.

STAFF ASSOCIATION REPORT

No report.

FOUNDATION REPORT

The Foundation Board met on February 2. Due to his new role as Director of the Horseshoe Foundation, Josh Kornberg stepped down as Interim President and off of the Foundation Board. Lynn Lewis and Nicole Yates also stepped off of the Board. Kyra McCormick is retiring in March and will also be stepping off of the Board. Munzer expressed his appreciation for each of them and the service they provided. Board member recruiting will be an important next step. It was suggested that we contact Mark

Eddy at Leadership Southern Indiana for recruiting. Munzer will serve as interim president and the Foundation will start meeting monthly.

DIRECTOR'S REPORT

Diane Stepro is good at grant writing. EBSCO does a solar-powered grant every year and that is coming up soon. We are interested in doing this for the Jeffersonville location. It would help us to be good stewards of the environment. Seckman stated the first electric bill he saw shocked him. He would rather see us spend more to benefit our customers rather than on overhead. The Board agreed for us to pursue this.

Seckman stated the remaining items on his Director's report can wait until next month.

Baker moved: That the meeting be adjourned.
Seconded by: Palmquist
Motion: Approved

OTHER BUSINESS; BOARD MEMBER COMMENTS

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

As there was no further business, the meeting adjourned at 6:08 p.m.