

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 20, 2021
NORTH PROGRAM ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:31 p.m.

Presiding Officer: Mark Munzer, President

Board Members Present: Hilda Kendrick-Appiah, Treasurer; Steven Palmquist, Secretary; Linda Baker; Bethany Morrill, Dale Moss

Board Members Absent: Lynn Wilson, Vice-President

Staff Members present: David Seckman, Debbie Beckham, Barbara Gillenwater, Lori Morgan

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of March 16, 2021 Board of Trustees Minutes

Approval of claims through March 31, 2021

Financial Report

Correspondence & Publicity

Seckman read a card received from Tri Kappa Sorority. They would like to honor Margaret Shea with a plaque to be placed somewhere in the library. The Board is agreeable to a plaque, but they would like to approve the content and the location where it would be placed, with the Board Room being a possibility.

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

STAFF ASSOCIATION REPORT

Morgan stated that April 6 was National Library Workers Day and the Staff Association provided a Chic-fil-A sandwich, chips, and a drink, and Seckman provided cupcakes. The Staff Association does not anticipate doing anything else until after Summer Reading Club is over.

OLD BUSINESS

Clarksville Sidewalk & Steps Update

Seckman stated that he had a meeting yesterday with Hal Kovert and the project manager from AML. The start date for the Clarksville Sidewalk project is set for May 3. It should take about three weeks to

complete. The main entrance and staff area will be done first, followed by the Triangle Drive entrance. The handrails are on backorder, so there may be a delay in getting them installed.

Long-Range Plan Update

Seckman gave the Board a handout showing the four areas that are rising to the top of the Long-Range Plan. The four areas include Marketing and Communication, Target a Diverse Middle (ages 13 – 49), Collections (match the collection to the diversity of the population), and Internal Operations (streamline processes and incorporate performance appraisals). We would also like to investigate an eastern township presence. The long-range plan will be submitted to the State Library. It can be a three- to five-year plan; we are considering making it a five-year plan. The plan needs to be done by the end of this year, but we hope to complete it by June or July.

NEW BUSINESS

Sustainability Policy

As we consider alternative energy possibilities for the future, it is good to have a Sustainability Policy. Being good stewards of the environment helps us be good stewards of taxpayer dollars. We want to reduce overhead costs and give more to the community in terms of collection and services. The Board discussed ways we can build on this policy.

Kendrick-Appiah moved: That we approve the Environmental Stewardship and Sustainability Policy
Seconded by: Palmquist
Motion: Approved

Discuss Board Bylaws

To stay in compliance, the Board Bylaws need to be reviewed every three years. It is not necessary to make changes, but they do need to be reviewed.

- Seckman proposed reviewing the bylaws annually at a set time, and the Board agreed to do this.
- Per Articles 9.2.2 and 9.2.3, the Board decided to have a committee comprised of the President, Vice-President, and Secretary.
- Under Article 8.1.2, any proposed amendments to the bylaws must be made one month in advance of voting.
- The Board agreed that the committee would review the bylaws annually and bring any proposed amendments to the May meeting; the modifications will be voted on at the June Board Meeting.

FOUNDATION REPORT

Munzer stated the Foundation met on April 6 in a brainstorming session to discuss what we can do as a Foundation. The momentum increased as ideas were put forth. The Foundation members will prioritize the list of ideas, and at the next meeting, the group will select items they can do this year for the library. At the following meeting, we will discuss how to make those selected ideas happen. The Foundation raised \$4,468.27 through the Library Giving Day campaign.

DIRECTOR'S REPORT

- The Indiana Library Federation sent the Board members some "We love our library" window clings, which were given to the Board members.
- Seckman made a connection with Big Brothers/Big sisters. They will feature the Makerspace in their next newsletter, and they want to do a workshop, perhaps in May. Other ideas were discussed on getting the word out on the Makerspace.
- Seckman did a presentation for a One Southern Indiana roundtable for non-profits in which he was able to let people know what we do.

- Seckman applied for a Leadership Southern Indiana Discover program. He will find out in June if he has been accepted.
- Seckman received a grant through Midwest Collaborative for Library Services (MCLS) to participate in a twelve-week Creating Wellbeing program. We will be one of fourteen libraries participating. A PERMAH (Positive emotion, Engagement, Relationships, Meaning and Accomplishment, Health) Wellbeing Survey is part of the grant; it can be sent to staff and the community. The first class is tonight.
- In April, we applied for a Library Services and Technology Act (LSTA) grant through the state library. We should know in June if we get it. We want to purchase ten laptops and ten hotspots which can be checked out to customers.
- We have two new staff members. As of March 30, Miranda Hale is our new Clerical Assistant at the Main Library. She has a Master's in Spanish and recently did an internship in Spain. On April 6, Ali Reece began in our new Floating Clerical and Lab Assistant position. She moved here from Memphis, TN, and may pursue a career in library science. They each work 15 hours per week.
- As of April 1, we have 26,358 active cardholders. Of those, 21,000 are residential cards, but only 6018 of them used their card in the past year. About one thousand of those only used it online. We hope to improve those numbers. Seckman will get info for previous years for comparison purposes.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Morrill stated that her daughter has wanted to volunteer in the library for a long time, and she greatly appreciates that Morgan made that happen.

The next meeting of the Board of Trustees will be on Tuesday, May 18, 2021, at 4:30 p.m.

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

As there was no further business, the meeting adjourned at 5:23 p.m.