

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, MAY 18, 2021 AT 4:30 p.m.  
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: Lynn Wilson, Vice-President; Hilda Kendrick-Appiah, Treasurer; Steven Palmquist, Secretary; Linda Baker, Bethany Morrill

Board Members Absent: None

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

Guests: None

Public Comments: None

**CONSENT AGENDA**

**Approval of April 20, 2021 Board of Trustees Minutes**

**Approval of claims through April 30, 2021**

**Financial Report**

**Correspondence & Publicity**

It was noted there were three lost inner library loan books in the claims. Patrons are billed for these lost books and the fees are added to their accounts. It was also noted in the Financial Report that we have spent about 25% of our appropriations, and we are about 1/3 through the year, so that is about where we should be.

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

**STAFF ASSOCIATION REPORT**

None

**OLD BUSINESS**

**Clarksville Sidewalk & Steps Update**

AML started the project a couple of weeks ago. They are ahead of schedule and may finish up this week. AML has been easy to work with, and they are doing a great job.

## **Long-Range Plan Update**

We are working on a rough draft of the plan. Our consultant, Melissa Fry, worked with APT last week. The hardest part is how to measure your success. Fry is working on measurable metrics. We want to scale the plan down this year. We will meet again on Thursday and keep working on it. We will meet with the full committee the following Thursday (May 27). The end is in sight. We would like to make it a five-year plan. The common theme is that people don't know the services that we offer; that will be a major component of our strategy. It may involve a comprehensive marketing plan. We need to get the word out through multiple channels.

## **NEW BUSINESS**

### **New Job Descriptions**

The Makerspace Training Librarian, Grade VIII is a new, full-time position. We want to get the word out and promote the Makerspace, highlighting it as a unique and special part of our library. Fredrickson is currently in charge of the Makerspace, but she has a wide variety of duties. We would like to get someone that can dedicate their time to the Makerspace and make it their own. We also want to update the Computer Lab and Training Specialist job description. It has been a Grade VII with a Bachelor's degree required and a Master's degree preferred. We want to make it a Grade V position, with an Associate of Arts degree required and a Bachelor's degree preferred. The Makerspace position requires a specialized skill set. The person filling it would make video and printed tutorials, do maintenance on the machines, and market the Makerspace. The three main components for the Computer Lab and Training Specialist are that they provide excellent customer service, have good computer technology, and be eager to figure out what they don't know to help the patron. It is within our budget to add this position. The Board supports the decision but noted that we have added a couple of positions. Seckman agreed that we don't want to keep adding positions, and we definitely want to stay under 50 employees. We need an advertising budget that will support increased marketing.

Kendrick-Appiah moved: That we approve the new Makerspace Training Librarian and the updated Computer Lab and Training Specialist job descriptions.

Seconded by: Morrill

Motion: Approved

### **Bylaws Review**

Some formatting and minor editing changes were made to the Bylaws. A table of contents was added, and each article was put on a separate page. The Board reviewed the changes and made some additional revisions to Article 8, 9.2.2, 10.1.1, and 10.1.2. The changes will be made as agreed upon, and the Board will vote on the updated Bylaws at the June meeting.

### **Animals in the Library Policy**

The current Animals in the Library policy was last updated in 2014. The problem of animals being brought into the library increases in the summer months. Seckman reviewed the updated policy with the Board. Dogs and miniature horses are the only service animals recognized by the ADA. We will add verbiage that states the library accepts the ADA's definition of service animals. Comfort animals are not recognized as service animals. Staff may only ask two questions. Is the animal a service animal required because of a disability? What work or task has the animal been trained to perform? If the answer to the first question is no, the patron will be asked to remove the animal from the library. The answer to the second question should indicate the task is needed to help the patron use the library.

Palmquist moved: That we approve the Animals in the Library Policy, as revised.

Seconded by: Wilson

Motion: Approved

## **FOUNDATION REPORT**

Munzer stated that the Foundation Board met on May 4 with all members in attendance. Two new members joined the Foundation Board. Tracey Cobb has worked for Hartland for the past 15 years, and Kathy Gilland is the principal at Utica Elementary. The group reviewed the results from the April brainstorming session. The top 5 ideas were as follows:

1. Increase awareness of library services through social media and/or paid advertisements.
2. Offer a new book when children apply for library membership.
3. Seek testimonials from varied community members or groups.
4. Enhance awareness and use of Makerspace by having classes on topics of interest.
5. Connect with other community organizations: newsletters, listserve, slack channel, other.

Steve Cabezas, David Seckman, Wes Scott, and Allison Fredrickson will meet to share ideas for the Foundation website.

The total from Library Giving Day was \$4447.66.

## **DIRECTOR'S REPORT**

Seckman reported:

- As a direct result of Library Giving Day, the library received a \$3000 grant from the Duke Energy Foundation. The funds will be used for Science-to-Go backpacks for K - 3<sup>rd</sup> graders.
  - The backpacks will have a variety of science themes such as magnets, weather, etc.
  - The backpacks will include books and an activity sheet to encourage learning.
  - The backpacks will be great for reluctant readers, homeschoolers, and will help prevent summer reading loss, which is one of the main strategic focuses of the Duke Energy Foundation.
- Seckman facilitated a book discussion for One State, One Story.
- Tri-Kappa does not meet again until June. At that time, they will talk about the plaque for Margaret Shea and get back to us.
- Seckman reached out again to the Greater Clark School District regarding signing up for a library card with the online school registration. Unfortunately, that did not happen this year, but Seckman will continue to pursue it. The Online Homework Help that we offer is a good connection for the schools.
- We have 26,000 active cardholders annually. Many are considered active because they owe us money. The ones who are actually using the library is a smaller number.

2015 35% of cardholders actually used the library or 9147 cardholders

2016 33% of cardholders actually used the library

2017 30% of cardholders actually used the library

2018 26% of cardholders actually used the library

2019 26% of cardholders actually used the library

2020 18% of cardholders actually used the library

This month we added 103 new library card users.

- Lifespan Resources is willing to promote our library services through its newsletter. They do a lot of good things for seniors in the community. We need to develop a flyer specifically for them.
- Seckman talked to a representative from Duke Energy about how we can conserve more energy. They have a plan that will pay 80% of parts and labor to put in more energy-efficient light bulbs. We still need to change the lights in the Jeffersonville parking lot.
- Both sump pumps failed recently; they were about 25 years old. The new ones were just installed, but we still need to get them hooked up to the electricity.

- We bought a few weeks of radio ads for Louisville Public Radio. The May ad says we are open for business, the June ad will promote Summer Reading, in July we will promote the Makerspace, and Back to School for August. They get 87,000 listeners a month.
- Due to concrete damage and leaks to the building, we need to remove the plants and trees from the Jeffersonville terrace. Trees should not be there for more than 10 – 12 years and they have been there 15 – 16 years.
- We have two new employees. Effective April 28, Madison Kay is the part-time evening custodian at the Jeffersonville location. Starting yesterday, Terry Murrell is the new Clarksville custodian. He retired from the Greater Clark School system where he worked for 19 years. He comes highly recommended.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

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

Wilson moved:                That we adjourn.  
Seconded by:                Baker  
Motion:                        Approved

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