

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JUNE 15, 2021  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

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

The regular meeting was called to order at 4:30 p.m.

Presiding Officer: Mark Munzer, President

Board Members Present: Lynn Wilson, Vice-President; Steven Palmquist, Secretary; Linda Baker, Dale Moss

Board Members Absent: Hilda Kendrick-Appiah, Treasurer; Bethany Morrill

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

Guests: None

Public Comments: None

**CONSENT AGENDA**

**Approval of May 18, 2021 Board of Trustees Minutes**

**Approval of claims through May 31, 2021**

**Financial Report**

**Correspondence & Publicity**

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

**STAFF ASSOCIATION REPORT**

Morgan reported that in July, the Staff Association will provide an ice cream social for staff at both locations as an end-of-summer treat.

**OLD BUSINESS**

**Clarksville Sidewalk & Steps Report**

Seckman reported that the Clarksville sidewalk and step project is now complete. The new step design greatly improves the gait, which makes the steps safer for everyone. Staff are pleased with the improvements and were very complimentary of AML. Harl sent a very complimentary email to the Project Manager.

**Vote on Updated Bylaws**

Over the past few months, the Board made several changes to the Bylaws, and they are now ready to be voted on. No additional changes were made.

Palmquist moved: That the Board Bylaws be approved as presented.  
Seconded by: Baker  
Motion: Approved

A question was raised about voting by proxy; the Board wondered if that is allowed. Seckman will investigate with the State Library attorney.

### **Computer Lab and Training Specialist Position**

Last month the Board approved the updated job description for the Computer Lab & Training Specialist; it was designated as a 30-hour position. The Affordable Care Act (ACA) requires health benefits to be offered to employees working 30 or more hours per week. Since benefits will be offered anyway, Seckman would like to go ahead and make this job a 37.5 hours per week position. That would allow this person time to go to Clarksville on Wednesdays to be available to patrons at that location. This position is also responsible for one-on-one appointments. The Board agreed to the increase in hours for this position. Some discussion took place as to why the Makerspace Librarian needs to have an MLS degree.

Wilson moved: That the Computer Lab and Training Specialist position be increased from 30 hours per week to 37.5 hours per week.  
Seconded by: Baker  
Motion: Approved

### **NEW BUSINESS**

#### **Retirement Policy**

Seckman and Beckham are reviewing the staff manual. The section on retirement is lengthy and includes many details about PERF (Public Employees Retirement Fund). A provision is made in the current staff manual for employees who are eligible for early retirement with full benefits to continue to get health insurance through the library. A discussion took place about the details of how that works. Other ideas on how to make it more fair and equitable for everyone were presented. We will continue to work on this and research what is being done by other Indiana libraries.

### **FOUNDATION REPORT**

Munzer stated the Foundation Board met on June 8, 2021. They used a new agenda format to help keep the meeting on track. They are working on an initiative to provide a book for every child who signs up for a library card. They would like to partner with a business in this endeavor. Each book would have a label inside stating it was brought to you by the JTPL Foundation and the sponsoring company's name. Two months ago, the Foundation had a brainstorming session on building awareness of the library and what it has to offer. A task group consisting of Seckman, Fredrickson, Wes Scott, and Steven Cabezas, was set up to explore how to do that. They will focus on the Foundation website and social media. The Foundation Board also discussed the cost of direct mailers. The Foundation made a \$1000 donation to the library for supplies for Make and Take classes for the Makerspace. The goal is to feature a different piece of Makerspace equipment each month and for participants to be able to make something and take it home to promote the library and the Makerspace.

### **DIRECTOR'S REPORT**

- Last month Palmquist asked about overdue Interlibrary Loans (ILL). These do get sent to collection and the \$10 collection fee is added to the patron's account. If a patron from another library does not return a borrowed item, we do not send them to collections.

- We are nearing completion of the Long-Range Plan. We are still working on getting measures to mark success. A meeting with the entire committee will take place on Thursday; we hope to have a finished product ready for next month.
- Seckman was approved to be a part of the Discover Program for Leadership Southern Indiana. It will start in August. Approximately 38 people will participate in the program.
- Through their partnership with Clarksville Community Schools (CCS), 1094 eCards were created. The CCS Board is pleased with the interaction between the school and the library. It is a great partnership, and they are willing to promote summer reading. Phase 2 is making sure students and parents know that the students have an eCard and what they can do with it. The Clarksville manager made some instructional videos with specific directions about using their card.
- We received an LSTA grant for \$7430 to buy ten laptops and hotspots to check out to patrons. Wi-Fi and broadband is pretty spotty in some areas, and this will help those customers do such things as work on a resume or apply for a job from home.
- We may be able to get additional laptops and hotspots through the American Rescue Act's 100% reimbursement program for broadband access.
- Public Services issued 113 new library cards in May. So far, we have signed up 812 youths and 223 adults for the summer reading program; 738 cultural passes have been given out. We usually have 1200 – 1400 participants a year. We had 420 sign up on the first day, which is more than all of last year due to COVID-19.
- Recently, volunteers from New Washington State Bank and One Southern IN helped with removing plants from the terrace.
- Seckman attended a virtual two-day conference on Fundraising for Libraries. It was put on by the same group that created Library Giving Day. They had a lot of good ideas.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

- One year ago, in June, David Seckman attended his first library Board meeting as a guest. The Board expressed their appreciation to him and stated he has already accomplished a lot in the time he has been here.
- Moss referred to a poll about libraries. Only 34% said they loved or liked to use them sometimes. 87% said it had been more than a year since they had used a library. Moss stated we still have a challenge before us and work to do.

The next meeting of the Board of Trustees will be on Tuesday, July 20, 2021 at 4:30 p.m.

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

As there was no further business, the meeting adjourned at 5:49 p.m.