

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 20, 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; Hilda Kendrick-Appiah, Treasurer; Steven Palmquist, Secretary; Linda Baker, Bethany Morrill, Dale Moss

Board Members Absent: None

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

Guests: Dr. Melissa Fry, IUS Applied Research and Education Center

Public Comments: None

CONSENT AGENDA

Approval of June 15, 2021 Board of Trustees Minutes

Approval of claims through June 30, 2021

Financial Report

Correspondence & Publicity

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

STAFF ASSOCIATION REPORT

- The library co-hosted a Job Fair; we have five outreach events planned for July, including the Farmer's Market.
- Makerspace usage has increased.
- We continue to have online programming for the entire library system.
- Summer Reading numbers are higher than expected.
- The Youth Department has a WHAS Crusade for Children grant in process.
- We received a Clark County Youth Coalition (CCYC) grant; it will fund teen programming.
- The Youth Services department has new toys from the Crusade for Children grant, including a bubble table and a sensory pea pod.

OLD BUSINESS

Long-Range Plan (Melissa Fry)

The Board members have been given digital and paper copies of the latest draft of the 2021-2026 Long-Range Plan. Fry talked about the process used to gather data for the plan and then reviewed the Vision, Mission, Core Values, and the five main goals. Concrete numbers have been put in the plan to help us measure when we have obtained our goals. We are working on a visually appealing way to present the plan’s key components to the public. Munzer acknowledged those who were involved in developing the plan with a special thanks to Dr. Fry.
(Fry left at 5:16).

Retirement Policy

After getting input from the Board last month and researching what other libraries in the state are doing regarding their retirement policy, we changed what to do with the sick leave balance. The State Library and other large libraries pay out on sick leave. With this policy, a retiring employee would have the option to take a 30% payout on one’s sick leave balance at retirement. For a retiree who meets PERF guidelines for full retirement and wants to continue on the library’s medical insurance plan, a second option, is to multiply one’s sick leave hours by their hourly wage at retirement, and that dollar amount can be applied towards the medical insurance premiums. If the retiree’s money applied to the premiums runs out, and they still want to continue on the library’s medical plan, they may do so. Library contributions for medical plans will not continue for any retired employee. This new plan is more equitable for both the library and staff. We have a 900-hour cap on sick leave. It was recommended that we add the word “retired” to B.3.b.ii. and B.3.b.iii

Palmquist moved: That we adopt the Retirement Policy with the two insertions of the word “retired” as recommended.

Seconded by: Kendrick-Appiah

Motion: Approved

Moss moved: That we adopt the Long-Range plan, with the additional editing changes that may still be made.

Seconded by: Morrill

Motion: Approved

NEW BUSINESS

Transfer between appropriations

One transfer of \$20 is needed as the cost of our post office box increased.

Operating Fund Transfers

Amount	From	To
\$20.00	437.2 Rentals – Equipment	437.3 Rentals – Post Office Box

Wilson moved: That we accept the transfer as presented.

Seconded by: Kendrick-Appiah

Motion: Approved

Unique Management

Unique Management is a local company in Jeffersonville with about 200 employees. They provide a variety of services for libraries. We have been using their collection agency and chat service but are reevaluating both to determine if we want to continue using these services. The Board asked if we could incorporate a chat service through our website or Facebook. Seckman will bring chat service options to the Board next month. We might be better off using the money we spend on Unique collection services to

replace lost or missing items. Seckman also stated we have a large balance in the past due debt, and because of this, we get an inaccurate count of active cardholders. He will come back with ideas of how to wipe out the old debt. We need to be strategic about the financial impact of these matters and look at it further next month.

Budget Season

Seckman and Gillenwater will meet next week with a representative from Baker Tilly to work on the 2022 Budget. This representative will come to the August Board Meeting to review the preliminary budget. The public hearing on the budget will occur in September, and the Board will vote on adopting the budget in October.

We cannot exceed the growth quotient of 4.3 percent. Seckman asked for Board feedback on doing a 4% cost of living increase for the staff. The Board discussed various options. For budgeting purposes, Gillenwater will make projections for the salary schedule for different percentages 2%, 3%, 4%. Seckman would also like to increase the appropriation for marketing and to give each department a programming budget.

(Wilson left at 5:58 p.m.)

We are on track for our actual vs. approved revenue. We have collected 64% of projected revenue from property tax. An explanation about LIT payments was given. We are getting more than last year because more local income tax was collected. We recently received an extra supplemental LIT check for \$85,019.

Capital Assets

(Munzer left at 6:03 p.m., Palmquist presided for the remainder of the meeting.)

We do an annual report in which we have to enter purchases into a capital assets ledger. Previously, we set a \$1000 limit, so we have to record any item purchased over \$1000. We now have to do depreciation on these items. We want to raise the limit to \$5000 so we don't have so many items to depreciate. We can come back with a policy stating the upper limit of the item. Increasing the limit would make the annual report easier. The Board would like to know how many items we buy that are in the \$1000 and \$5000 range and a little history on why the limit was previously set at \$1000. Showing depreciation should help us budget for future purchases, and we want to get on a rolling replacement plan for computers. We will work on a capital asset policy and getting the additional information as requested.

FOUNDATION REPORT

- We have a donor for the "A Book for Every Child" program. Each child who is getting their first library card will receive an age-appropriate book and a coloring book created by local artists. This donor has pledged up to \$6000 a year.
- The Foundation is looking into sending out direct mailers to promote the library and inform the recipients of the services we offer.
- The Foundation website has been redesigned and it was shown to the Board.

DIRECTOR'S REPORT

- We received our June disbursement of property tax.
- The State Library said voting by proxy is not allowed, as it violates open meeting laws.
- In May, 114 library cards were issued and 227 were issued in June.
- The Clarksville Library was awarded a \$3000 Crusade grant; they plan to buy Wonderbooks and Launchpad videos.
- Diane Stepro is currently working on six different grants.
- We received notice that we are in compliance with library standards for 2020.

- Trane reprogrammed our Veritable Air Volume (VAV) boxes at the Clarksville Library, which had been responsible for our high electric bills at that location.
- We attended the farmers market and the July 3 parade.
- HB1169 states that government agencies need to report cybersecurity breaches within 48 hours and appoint a cybersecurity officer. Seckman will be the cybersecurity officer for the library.
- So far, 1200 kids and 300 adults have signed up for Summer Reading Club.
- Doing our own lawn care is going well.
- New Washington State Bank treated staff to ice cream yesterday and that was greatly appreciated.

Kendrick-Appiah moved: That we adjourn.

Seconded by: Morrill

Motion: Approved

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, August 17, 2021, at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:24 p.m.