

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 17, 2021
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:28 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, Lori Morgan,

Guests: Susan Cowen, Baker Tilly

Public Comments: None

CONSENT AGENDA

Approval of July 20, 2021 Board of Trustees Minutes

Approval of claims through July 31, 2021

Financial Report

Correspondence & Publicity

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

STAFF ASSOCIATION REPORT

- Morgan thanked Munzer and the New Washington State Bank for the ice cream treats they brought to staff last month.
- The Staff Association considered doing a pitch-in for staff, but it has been put on hold.
- The next thing we will work on is a Christmas party.

NEW BUSINESS

Baker Tilly Budget Presentation

Cowen stated Jessica Eberle is still with Baker Tilly, but she has moved out of Budget Services. In the future, we will be working with Paige Sansone and Susan Cowen. Cowen gave the Board copies of the Cash Flow Summary and the Detailed 2022 Budget. She stated at least one copy of the 2022 Budget must be available at the public hearing for the budget on September 21, 2021.

Cowen reviewed the spreadsheets for the Historical Cash Flows for 2020 and the Budgeted Cash Flows for 2021 and 2022. The growth quotient for 2022 is 4.3%. The maximum budget we could turn in for 2022 is just under \$3.4 million. We have requested the full budget but understand that the DLGF will likely make some cuts. You can never adopt more than what you advertise. Estimated tax rates are used as we don't have the actual tax rates yet. The forms get advertised online on Gateway. The Ordinance or Resolution for Appropriations and Tax Rates will be signed when the budget is adopted at the October 19, 2021 Board Meeting.

Kendrick-Appiah moved: That the 2022 estimated Budget be approved for advertising purposes.
Seconded by: Wilson
Motion: Approved

Clarksville Library

Over the past year, some discussion has taken place about using the terms Branch and Main to designate the two libraries within the JTPL system. The term "Branch" can seem a little belittling. Seckman most frequently refers to the two libraries as the Jeffersonville location and the Clarksville location. He wonders if we should do something more official and name it the Clarksville Library rather than the Clarksville Branch. Seckman spoke to Harl about it; she and her staff are in agreement with the idea. Harl had planned to be at the Board meeting but was unable to come. She wrote a letter to the Board stating that the Clarksville staff appreciate a possible resolution for a name change. There should not be a lot of costs involved. The name change on the side of the building would be the primary expense. We would not throw away everything that has the name "Branch" on it, but as we print new items in-house, we would change the name, and when we order new supplies, we will make changes at that time. The Board felt it would be a subtle but nice change.

Wilson moved: That we remove the word Branch from the Clarksville building and rename it the Clarksville Library and ease into changing the name on the supplies.
Seconded by: Moss
Motion: Approved

After last month's Board meeting, Wilson went to the School Board meeting. She stated the principals are very excited that they can use our library for art shows and collaborate with us in other ways. She also mentioned the possibility of having a vending machine for books somewhere in the east end of Jeffersonville. Another suggestion was to have something like an Amazon locker where people could pick up books off-site and after hours.

Resolution to Join ISL Consortium (eRate)

We get internet service through a consortium managed by the Indiana State Library; the state technology fund gives us an 80% discount on our internet. Each year the Board has to approve us to join the consortium.

Morrill moved: That the library be a member of the Indiana State Consortium for public library internet access.
Seconded by: Palmquist
Motion: Approved

The Board members approved and signed the Resolution.

Transfer Between Appropriations

The requested transfer is related to the internet access budget. We have to appropriate the budget for internet access as though we are not going to get the eRate discount, so the extra amount becomes a

placeholder. We like to leave it in there until June 30 until we know that we did get the eRate discount. We want to promote the services that we offer through advertising. In the 2021 budget, we appropriated \$3000 for advertising, but we want to increase that amount to \$10,000, the same amount we have appropriated for 2022. To do this, we need to make a transfer of \$7000.

Amount	From	To
\$7000.00	432.6 Internet Access	433.1 Advertising and Publication of Notices

Wilson moved: That we accept the transfer as presented.
 Seconded by: Kendrick-Appiah
 Motion: Approved

OLD BUSINESS

2022 Salary Proposals

Last month Seckman proposed a 4% cost-of-living adjustment (COLA) for 2022 salaries. We put 4% in as a placeholder to make sure we could appropriate enough. Typically we vote on salaries in December. As the Board requested last month, Gillenwater calculated the financial impact for 2%, 3%, and 4% increases. The impact on the budget is as follows:

2%	\$30,133.29
3%	\$45,390.15
4%	\$62,618.75

The COLA for social security is 6.2%, and from June 2020 to June 2021, it is 5.4%. One Board member stated she would prefer to give a smaller raise for the next ten years than a bigger one now and none later. A step increase adds 3% to salaries. The library used to do step increases, but they have not been used for many years. Seckman stated that if you don't keep up with the COLA, people fall behind every year. He went on to say that we need to have a competitive salary, and we should consider using a step increase for our salary schedule for next year and work towards doing a performance appraisal, as called for in our long-range plan. We used to base our COLA on what the social security office was doing. Seckman recommends a 4% increase so we can somewhat keep up with the cost of living. A 4% increase is only 2.2% of our budget. Some Board members feel the staff is underpaid, and they don't want them leaving for higher pay elsewhere. The Board would like us to communicate to staff not to expect this amount annually.

Wilson moved: That we give the 4% cost-of-living adjustment for the 2022 salaries.
 Seconded by: Kendrick-Appiah
 Motion: Approved.

The Board will need to vote to approve the salary and personnel schedule at the December Board meeting.

Capital Assets Policy

Seckman has some historical documents from February 5, 2002, showing that the capital assets amount was raised at that time from \$500 to \$1000 by way of a resolution. Seckman stated resolutions can be difficult to find, and he would prefer that we have a Capital Assets Policy to raise the capital asset threshold to \$5000. This year in our annual report, we will have to account for depreciation for every object listed as a capital asset. If the threshold is kept at \$1000, we have 338 items that will need to be depreciated. We have 150 items that are at the \$5000 threshold amount and 107 items at \$10,000. Currently, most Indiana libraries have a \$5000 amount, though some have moved it up to \$10,000. We keep a good inventory of all of our computer equipment and related items. The policy that we are presenting for approval uses a threshold amount of \$5000. It would save the auditor and us a lot of work.

Palmquist moved: That we adopt the Capital Assets policy as written, which changes the threshold amount from \$1000 to \$5000.
Seconded by: Baker
Motion: Approved

Unique Management Services Update

Last month we talked about collection fees and the chat service provided by Unique Management. We typically get about three chats a day, and the majority of these are account-related. Seckman feels there is no need to outsource that service. The Floyd County Library uses JivoChat. It costs \$13/month per account (building). We would get one account for Jeffersonville and one for Clarksville, and alternate who monitors it. Seckman feels this would work better for us, and it would integrate with our Facebook page. It would cost \$26 per month rather than the \$195 we currently pay through Unique Management. It would only be available during open hours, but most of our chats came in between 12 noon and 4 p.m. Using JivoChat seems like a good way to go. They have a free version, but it does not have as many capabilities and might not integrate with our social media account. We would let someone who is off the desk monitor it. Chat service is not heavily used, but it is important to have it. We can track the usage and review in six months. We need to give Unique Management a 60-day notice.

Palmquist moved: That we use JivoChat rather than Unique Management for our chat services, and Seckman will report how it is going after six months of usage.
Seconded by: Baker
Motion: Approved

Debt Forgiveness

We talked about debt forgiveness at last month's meeting but have additional information to share now.

28,252	Number of total library cardholders
3,253	Number of cardholders who owe us money but have had no activity on their card for over three years; (11.5 % of our customers). We will find out how much this group owes us.
\$238,022	Fees that are over ten years old
\$414,301	Fees that are over five years old
\$513,616	Total outstanding debt

Fees before 2014 have been manually entered because that is when we switched ILS systems. When we changed systems, we lost the records of the specific items for which patrons owe us. Those fees have not been waived because you have to go into each record and change it. We need to wipe out this old debt, in such a way that it will not have a negative impact on us. We also need to clean up the cardholders that have had no activity for three years to have a more accurate picture of active cardholders.

Unique Management charges us \$8.95 per collection, and we charge the customer \$10, but since most people end up not paying, we are stuck with the payment to Unique. If the patron owes us over \$25, they cannot check materials out.

The Board feels we should drop all fees before 2014. They don't think we will get any money that has been owed to us for more than two or three years. We will get guidance from the State Board of Accounts. Seckman asked other library directors about this; they said there is no adverse effect because they are not expecting to recover this money. We will continue to work towards cleaning up old fees and continue the discussion at next month's meeting.

FOUNDATION REPORT

The Foundation Board met on August 3. We talked more about the A Book for Every Child program and the September 9 sponsor appreciation reception. The sponsors are Lander Delap Group, Smith Broady & Associates, Momentum Title Agency, and Innovators Insurance along with the Foundation. The Jeffersonville Public Arts Commission and Mayor Moore have also been invited to the reception.

DIRECTOR'S REPORT

- We hope Clark County does not go back into the red tomorrow on the COVID-19 map.
 - If we do, staff will go back to wearing masks, and we will highly encourage customers to wear them.
 - We were planning to open meeting rooms on September 1, but we do not think that is wise at this point.
 - If we can be in the yellow for 2 weeks after September 1, we will work towards opening the meeting rooms.
- Ali Reece, our 15-hour Floating Clerical and Lab Assistant, resigned to take a full-time teaching job.
- We hired Vincent Thomas for the Computer Lab & Training Specialist position. He started August 2. We are finding more ways to utilize his time.
- Stuart Jones assumed the Makerspace Librarian position on August 9. He will be in the Makerspace full-time and the hours the Makerspace is open has been expanded.
- Seckman checked to see if we can make large magnets in the Makerspace to be used for advertising and found out we are not capable of making them. It is something that could be ordered.
- We had an outreach back-to-school event with Community Action of Southern Indiana (CASI) and talked to 150 people.
- Summer reading final numbers: a total of 1381 youth signed up and 328 adults.
- We had five outreach events with over 900 participants in July.
- Seckman submitted the Long-Range Plan to the State Library for approval.
- Seckman starts the Leadership Southern Indiana nine-month course on Thursday; it begins with an overnight retreat.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Seckman's one-year anniversary is coming up next week. The Board congratulated him on his first year. They will give consideration to doing an evaluation. Seckman bought a house, but does not have to be out of their rental home until September 30.

The next meeting of the Board of Trustees will be on Tuesday, September 21, 2021 at 4:30 p.m.

Wilson moved: That the meeting be adjourned.
Seconded by: Kendrick-Appiah
Motion: Approved

As there was no further business, the meeting adjourned at 6:04 p.m.