

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 21, 2021  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

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

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

Presiding Officer: Mark Munzer, President

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

Board Members Absent: Lynn Wilson, Vice-President; Bethany Morrill, Dale Moss

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

Guests: None

Public Comments: None

**CONSENT AGENDA**

**Approval of August 17, 2021 Board of Trustees Minutes**

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

**Financial Report**

**Correspondence & Publicity**

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

**STAFF ASSOCIATION REPORT**

No report.

**OLD BUSINESS**

**Public Hearing for 2022 Budget**

Munzer opened the Public Hearing for the 2022 Budget; no public members were present to speak.

Kendrick-Appiah moved: That we close the public hearing for the 2022 Budget.  
Seconded by: Baker  
Motion: Approved

### **Debt Forgiveness**

Just before the meeting, Seckman received an email regarding outstanding debts stating the governing body (the Board) needs a written Bad Debts and Uncollectible Accounts Policy. Seckman will try to get a policy from the State Library and report back next month.

Seckman showed us a breakdown of what the total debt cost is. The bulk of our debt comes from Replacement Costs, which are over \$300,140.91. We paid Unique for collection fees that we have not collected from our customers, which has not been very cost-effective.

The Board suggested that we have another amnesty period, perhaps during National Library Week.

### **NEW BUSINESS**

#### **Items for Surplus**

The Board was given a list of surplus items. Seckman would like to have a surplus list on an annual basis. The treadmill that is on the list was donated to the library over 20 years ago.

Palmquist moved: That the items on the list be declared surplus.  
Seconded by: Kendrick-Appiah  
Motion: Approved

#### **Review Computer and Internet Use Policy**

No substantial changes have been made to the Computer and Internet Use Policy, but some wording changes were made to remove outdated language. Seckman would like to make more revisions after the pandemic, including allowing patrons to use the computers for a longer time period. The current updated version will be sent to the Board, and they will vote on it next month.

#### **Temporary Loan from the Endowment Fund**

We received a Library Services and Technology Act (LSTA) - Pass It On grant from the Indiana State Library. The total grant amount is \$7430, of which \$6580 is to purchase laptops and hotspots for patrons to check out. The library will make the purchases and then get reimbursed through the grant. To avoid making the purchases out of the operating fund, we would like to do a temporary loan of \$6580 from the Endowment Fund until we get reimbursed from the State Library. The remainder of the grant will come out of our salary fund. It is easier to do a temporary loan from a gift fund since it is not tax money.

Kendrick-Appiah moved: That we approve a temporary loan of \$6580 from the Endowment Fund to the LSTA - Pass It On Grant.  
Seconded by: Palmquist  
Motion: Approved

### **FOUNDATION REPORT**

Approximately 25 people came to the reception recognizing the sponsors of the “A Book for Every Child” program. All four sponsors and the Jeffersonville Arts Council had representatives present. The program is underway; kids are getting their free books and getting their pictures taken holding the big library card.

Andy Burdsall from Riverbend Financial came to the September Meeting. The money invested since March 2018 is showing a 9.66% gain over the past three years. We are pretty conservative with the investment, with the majority of it in index funds.

The Foundation Board approved funding for a community reading project. The Harrison and Floyd County libraries and some of the Arts Councils will also be participating. The Arts Alliance of Southern

Indiana is spearheading it. The selected book, *The House on Mango Street* by Sandra Cisneros, has a bilingual appeal. We will have 200 copies of the book to give away, 50 of which will be in Spanish. We will be handing them out at the Hispanic Heritage Festival in Clarksville.

### **DIRECTOR'S REPORT**

- Kim Jackson has worked here for 23 years. She has been battling cancer for the past five years. Her apartment complex caught on fire on Sunday, and she lost most everything.
- We received approval for the long-range plan from the Indiana State Library; it will be put on the website.
- Madison Kay, our part-time janitor at the Jeffersonville Library, resigned.
- We received a \$25,000 grant from the American Rescue Plan. Most of the money will be spent on technology, including high-tech cameras, microphones, and green screens. We will also get wireless printing.
- We are installing software to allow patrons to get \$1 of free printing per week.
- Walnut Ridge is almost finished moving the plants and trees from the terrace. After all the repairs are made, we will have to start all over with dirt and plants. Several problems were discovered, including no membrane/liner to prevent leaks and no pitch to help with water flow. This resulted in moisture accumulation in the wall cavity. We will consult with Kovert Hawkins to find solutions. The soil will probably not be put back in until next spring. We want to use native plants and hope to enlist the help of the Master Gardeners.
- Seckman shared a 1927 article from *The Evening News* that Jen Weidner found. The salary for the librarians totaled \$2800. \$6750 was budgeted for operating expenses, \$1800 for books, binding, and periodicals, and \$850 for janitorial and maintenance services.
- Seckman showed the Board a promotional video with the new tagline, "Sharing the Joy of Lifelong Learning, Connecting People and Ideas."

### **OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, October 19, 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 5:29 p.m.