

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, OCTOBER 19, 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: Hilda Kendrick-Appiah, Treasurer; Steven Palmquist, Secretary; Linda Baker, Dale Moss, Bethany Morrill

Board Members Absent: Lynn Wilson, Vice-President

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

Guests: None

Public Comments: None

**CONSENT AGENDA**

**Approval of September 21, 2021 Board of Trustees Minutes**

**Approval of claims through September 30, 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**

None

**OLD BUSINESS**

**Resolution to Adopt the 2022 Budget**

The 2022 Budget is ready to be adopted as outlined.

<b>Fund Name</b>	<b>Adopted Budget</b>	<b>Adopted Tax Levy</b>
Rainy Day	\$75,000	\$0
General	\$2,825,000	\$1,900,000
Debt Payment	\$475,363	\$476,000
Library Improvement Reserve	<u>\$0</u>	<u>\$0</u>
	<b>\$3,375,363</b>	<b>\$2,376,000</b>

Palmquist moved: That we approve the Resolution for Appropriations and Tax Rates for the 2022 budget.  
Seconded by: Morrill  
Motion: Approved

The Resolution for Appropriations and Tax Rates was signed by the Board members.

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

As discussed last month, some minor changes were made to the Computer and Internet Use Policy to update the language. Seckman would like to revisit this policy next year, post-pandemic, to make it more patron-friendly.

Kendrick-Appiah moved: That we adopt the Computer and Internet Use Policy as presented.  
Seconded by: Morrill  
Motion: Approved

### **Debt Forgiveness**

Seckman shared two emails from the State Board of Accounts and the Indiana State Library in regards to the removal of old debts. Three attempts are routinely made to collect fees. First, an email is sent, followed by a notice in the U.S. postal mail, and then another notification is sent by postal mail. Since we have a Fine-Free Policy and files on record of attempts that have been made to collect the debt, we meet the requirements to remove old debt. After some discussion and as a first step, the Board agreed to clean up all outstanding debt before 2014. After completing this step, we will take another look and see if we want to do more.

Palmquist moved: That all old debt before 2014 be removed from our records.  
Seconded by: Baker  
Motion: Approved

## **NEW BUSINESS**

### **Fine-Free Policy Update**

The Fine-Free policy also needs to be updated. We removed the references to the collection agency and explained fee guidelines in more detail. Courtesy reminders will continue to be sent to patrons. Seckman will look at the process for reordering lost books. A patron expressed gratitude to one of the Board members for patrons being able to request books. One wording change was made in regards to Inter-Library Loans. Instead of the policy stating that a flat fee of \$35 will be charged, the policy will state a minimum fee of \$35 will be charged.

Palmquist moved: That we approve the Fine-Free Policy as updated and with the wording change from “flat fee of \$35” to a “minimum fee of \$35.”  
Seconded by: Moss  
Motion: Approved

### **Transfer Between Appropriations**

When planning the budget, we have to assume we will not get the discount for internet access. After we get that discount, we can transfer some of that fund to other areas. Most libraries order computers already built. We have a staff member that orders the parts and puts the computers together himself, which is why we need money transferred to Computer Supplies.

<b>Amount</b>	<b>From</b>	<b>To</b>
\$3000.00	432.6 Internet Access	429.7 Computer Services and Supplies

Kendrick-Appiah moved: That we approve the \$3000 transfer from Internet Access to Computer Services and Supplies.  
Seconded by: Moss  
Motion: Approved

### **FOUNDATION REPORT**

- Munzer stated that Valerie McCarthy will be the president of the Foundation, and Kathy Kull will be the Vice-President starting in January 2022.
- We are working on mailers for the holidays. Our plans are to send them to the cardholders that have used the library in the past year, which is approximately 4700 people.
- We are preparing to send a promotional mailer to much of the township to outline the library's many resources and services.
- Working in collaboration with the libraries in Harrison and Floyd County and with the Arts Alliance of Southern Indiana, the Foundation donated to the Big Read campaign. We hope to participate in this program annually. Seckman will lead a book discussion on the selected title on November 19.
- We have received most of the money from the sponsors of the "A Book for Every Child" program.
- We will be working on an annual giving budget.

### **DIRECTOR'S REPORT**

- Seckman invited the Board to tour the Makerspace 30 minutes before the next Board meeting.
- Erin Miller is our new part-time custodian at the Jeffersonville Library.
- We just received word that we are the recipients of an \$80,000 grant from the Community Foundation of Southern Indiana for a pocket park.
  - It should not increase our insurance liability.
  - The Crusade for Children may be able to help with it in the future.
  - The story walk would update and change often, perhaps every two months. We should be able to save and rotate the story walks to be used again in the future.
  - It would be nice to have library families involved in the decorating process.
  - Wi-Fi will be available in the park area.
  - We have one area that could be used as a stage.
  - We hope to make the pocket park a destination for families.
  - Security cameras will be utilized.
  - Pavers were suggested as a fundraiser for the Foundation.

Morrill moved: That we approve the resolution to approve the grant and proceed with the pocket park.  
Seconded by: Kendrick-Appiah  
Motion: Approved

- We received a \$16,000 Emergency Connectivity Grant. We will buy additional hotspots and tablets for public use. This grant is in addition to the LSTA grant for over \$7000 that we have already received.
- We should be receiving ARPA funds for \$25,000.
- We also received an Indiana Humanities Grant for \$3700 to document the pandemic and how it affected local folks, the racial justice protest, and how misinformation ties into this. Our staff member will interview some of the mayors in the area.

- The work to clean out the terrace is complete. According to the plan design, it was supposed to have a rubber membrane over the concrete, and there should have been a pitch to the roof to help with water flow, but neither of these was done.
  - The crane operator told Seckman that Goodyear has a patented membrane that might work well for us.
- Staff Day is Thursday, and the library will be closed.
- The Long-Range plan is now on the website.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

Kendrick-Appiah expressed her gratitude for the great library staff who do their job exceptionally well and deal with the many incidents in a professional manner. She is also very appreciative of the great job of grant writing that has been done.

The next meeting of the Board of Trustees will be on Tuesday, November 16, 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 5:46 p.m.