

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, NOVEMBER 16, 2021 @ 4:30 p.m.
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, Lori Morgan

Guests: Amanda Hunsucker and Hal Kovert - Kovert Hawkins
Danielle Barrett and Jordan Erk - Insuramax

Public Comments: None

CONSENT AGENDA

Approval of October 19, 2021 Board of Trustees Minutes

Approval of claims through October 31, 2021

Financial Report

Correspondence & Publicity

Seckman read a thank you card from Kimberly Jackson.

Kendrick-Appiah moved: That the items on the consent agenda be approved, with one correction to the minutes to reflect that Dale Moss was present at the October 19 Board meeting.

Seconded by: Baker

Motion: Approved

OLD BUSINESS

None

NEW BUSINESS

Terrace Proposals (Kovert Hawkins)

Kovert and Hunsucker met with Seckman and Burton over the past several months to find a solution to the water problem in the planter beds on the terrace. Hunsucker presented two options and went through the scope of work for each option. Option 1 was to make planter bed improvements and install a new waterproofing system to prevent water leaks. The proposed cost is \$250,561.08. Option 2 makes all of the necessary repairs to improve the planter beds but also builds a staging area and adds other components for

the terrace. The proposed cost is \$488,577.79. The minimum life expectancy is 25 years. After being presented with both options, the Board wanted some time to think about it, and they will get back to Kovert Hawkins.

Medical Insurance Renewals (Insuramax)

Our Humana medical renewal came back with a 7% increase. Erk and Barret were tasked with finding a medical plan with lower office copays than our current plan. They went to the marketplace, and the plans that rose to the top were from Anthem. Anthem is a more extensive network, and we would be in the Blue Axis Network, which is the largest network. Anthem has a wellness program, but it is not as robust as the Humana Go 365 program. The library has agreed to pay 87% of the employee single rate plan.

For the past several years, we have offered two dental plans. One was with Dental Care Plus Group (DCPG), and the other was the Humana CompDent plan. DCPG had a 5% increase, making Delta Dental a better choice this year. The plans are very similar, but DCPG is more regional, and Delta Dental has a broader network. Some employees prefer the lower cost of the Humana CompDent plan with a set fee schedule, and we can still make that available. The best dental plan depends on how you use it. The cost to the library is the same.

The Humana vision plan increased slightly, but it was our best option. We plan to continue the health reimbursement arrangement (HRA). Barrett recommends changing our Life and Disability from Lincoln to Reliant Standard. Barrett reviewed the summary page showing all costs to the library. The total cost is \$116,579, which is about a 9.84% increase over last year. These are estimates based on the previous usage, but the actual cost will depend on enrollment.

The insurance committee reviewed several plan options and found the plans presented today to be our best options.

Wilson moved: To approve the medical, dental, vision, short and long-term disability, and life insurance plans as presented.
Seconded by: Kendrick-Appiah
Motion: Approved

STAFF ASSOCIATION REPORT

The staff association had a meeting to formulate holiday plans. Most staff do not want to gather elsewhere; therefore, the staff association will provide box lunches from the Café on December 16. People are encouraged to dress festively. Those who do so will get their name in a drawing for prizes. Also, those who want to do so can participate in a Secret Santa gift exchange.

Andrea Amy is retiring, and her last day will be January 22. She does not want a party, but she is okay with staff going out to eat together.

The library received a grant from Duke Energy for \$3000 to make science bags on various subjects, such as energy, weather, tree identification. Each bag has three books on the subject and a science experiment. It also has a folder with a website related to the topic. The folder also includes instructions on using the items in the bag. There are 16 duplicate bags at each location. We think they will be popular. It will be time-consuming to check in because you have to ensure all the parts are there. A price list is included, and you have to pay the fee if an item is missing.

Terrace Proposal, continued

The group discussed the Kovert Hawkins proposals for the terrace. Seckman does not think we have \$250,000 to spend on this project. Palmer Roofing quoted doing the roof repair for \$40,500. Seckman

will get more information from Palmer Roofing. We will fix the leak, make it look attractive, and leave the options open. Seckman will notify Kovert Hawkins that we don't have the funds for such a large-scale project and see if they have other suggestions to address our problem.
(Bethany left at 5:43).

Resolution for American Rescue Plan Act (ARPA)

We were approved for grant money for the American Rescue Plan Act. The State Library is a pass-through, but since it is federal money, we need a Board resolution for Seckman to sign the contract.

Wilson moved: To approve the Resolution for the American Rescue Plan Act.
Seconded by: Moss
Motion: Approved

We plan to purchase technology equipment with these funds, including video cameras, microphones, and a green screen. These will be used in the Makerspace, but people will also be allowed to check them out. We also plan to purchase a Kaplan Board for the Youth Services department. It can be used for storytimes, playing games, and a wide variety of learning activities.

Resolution to Establish an ARPA Grant Fund

We need to create an ARPA Grant Fund. It will be listed as a new fund on the first page of the Financial Report.

Kendrick-Appiah moved: That we establish an ARPA Grant Fund
Seconded by: Palmquist
Motion: Approved

Item for Surplus

Moss moved: That we declare the old TV screen as surplus.
Seconded by: Wilson
Motion: Approved

Holiday Closings 2022

Seckman presented a list of holiday closings for 2022, with no changes in days requested. Seckman asked the Board to consider giving prorated holiday pay to part-time employees. Currently, part-time employees do not get any holiday pay, but they are given other options. Part-time employees, who earn vacation time, can use it. With manager approval, part-time employees can work another shift to make up for missed hours, or part-time employees can take time off without pay. The estimated annual cost to give part-time employees prorated holiday pay is about \$8200. Seckman feels this is an excellent way to let part-time employees know that we value them, and the Board feels this would help with the retention of employees.

Baker moved: That we give prorated holiday pay to part-time employees, effective January 1, 2022.
Seconded by: Kendrick-Appiah
Motion: Approved

Child Behavior and Unattended Child Policy

Morgan and Harl put together a new child behavior policy. It establishes that parents or guardians cannot just leave their kids at the library. If the children are under age twelve, they must be supervised by a responsible person. The policy also states that parents are ultimately responsible for the child's behavior. If we have security personnel on duty, we would work with them to resolve any unattended child issues. In Indiana, if a child under the age of 12 is left alone, it is considered abandonment.

The Board suggested a few editing changes for the policy but had no change to the content.

Wilson moved: That we approve the Child Behavior and Unattended Child Policy with editing changes as discussed.
Seconded by: Kendrick-Appiah
Motion: Approved

FOUNDATION REPORT

- Munzer stated that this year the Foundation focused on getting the word out about what the library does.
 - In about a week, we will be sending holiday letters to former donors.
 - Holiday cards will be sent to active customers (approximately 5200 people).
 - In the first quarter of 2022, a mass mailer will be sent covering Clarksville, downtown Jeffersonville, and the east end of Jeffersonville.
- At their December meeting, the Foundation will be working on a budget for 2022.
- A representative from Code Louisville will be coming to the December meeting so the Foundation can learn more about it and how they might work together.
- Valerie McCarthy will become the president of the Foundation Board in January.

DIRECTOR'S REPORT

- We received our 1782 budget document stating The State Board of Accounts has approved our budget for 2022.
- We received another grant, this one from the Indiana Office of Energy Development. With this grant, we will be getting a new hybrid car, and we will put in a charging station at the library. We will also do some programs related to environmental stewardship.
- Our previous long-range plan stated we need a social worker on-site. The Homeless Coalition of Southern Indiana will start having some office workers at both locations.
- Our Environmental Policy will be used as an example of a good policy.
- Seckman was nominated to be on the Board of the Arts Alliance of Southern Indiana.
- We are supposed to be microfilming all of our Board minutes. We have them back to 1937. The Flood took out the years before that. They will be stored offsite at the Indiana archives. We are using some volunteers to digitize them, and then they will be sent off for microfilming.
- Seckman asked other library directors how they handle old library fees. He determined there is no one set way of doing things. One library waives all fees when the patron turns 18.

OTHER BUSINESS; BOARD MEMBER COMMENTS

- The Board asked if we can keep the new car in the garage. Seckman has done some research on it. He was told we are not allowed to keep anything with gas in the garage, but he has not found anything to confirm that. Seckman will investigate this further and check with the fire marshall.
- The charging station will be made available to patrons.
- Diane Stepro has done a great job of writing and getting grants. The Board would like to acknowledge her in some way.
- Munzer expressed his thanks to Fredrickson for her tour of the Makerspace before the meeting.

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

As there was no further business, the meeting adjourned at 6:19 p.m.