

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, DECEMBER 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 4:30 p.m.

Presiding Officer: Mark Munzer, President

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

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

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

Guests: None

Public Comments: None

**CONSENT AGENDA**

**Approval of November 16, 2021 Board of Trustees Minutes**

**Approval of claims through November 30, 2021**

**Financial Report**

**Correspondence & Publicity**

**2022 Board Meeting Dates**

A question was asked about the dental plans for 2022 that were mentioned in the November 16, 2021 minutes. We are keeping Humana CompDent, eliminating Dental Care Plus Group (DCPG), and replacing DCPG with Delta Dental.

An inquiry was also made about the Rainy Day Fund. This fund was used to pay for the work done by Palmer Roofing to stop the leaks on the terrace.

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

**STAFF ASSOCIATION REPORT**

Stepro reported that the Staff Association sponsored the Secret Santa program in December, and they bought a box lunch for staff last week. A slide show featuring staff who dressed festively will be ready soon.

On behalf of the Board, Moss thanked Stepro for her grant writing work. The Board appreciates her efforts and the grants the Library has received. Stepro acknowledged Eden Kuhlenschmidt's help. Baker thanked the staff for all the creative things they do, and Kendrick-Appiah added she appreciates their positive attitude.

## **OLD BUSINESS**

### **Terrace Update**

Palmer Roofing is finished with its portion of the job on the terrace. They put the EPDM (Ethylene Propylene Diene Monomer) liner in, and Seckman was pleased with the quality of their work.

We still need to repair the EIFS (Exterior Insulation Finishing System). Palmer Roofing recommended a local contractor, Mark Swank, for this job. Seckman asked Swank for a quote for repairs around the building to both the first floor and the terrace area and to clean and seal the limestone cap at the planter areas. We have a proposal from Mark Swank; the quote was broken down into three parts.

- The quote to pressure wash the limestone and EIFS Stucco areas and paint the EIFS Stucco areas with Tersus Colorcoat for the downstairs is \$20,500.
- The quote to pressure wash, repair, and paint the upper deck planter areas is \$13,130.
- The quote to clean and seal the limestone cap on the upper deck planter area is \$1,200.

Seckman does not plan to pressure wash and paint the lower level at this time, but the other work needs to be done as soon as possible. This work is very specialized, and not many companies do it. It would be good to hire Swank's company and pay them out of the 2021 Rainy Day Fund. After this work is done, the next step would be to pay someone to put soil in the planter areas.

Palmquist moved: That we hire Swank to do the repair work and the cleaning and sealing of the planter areas out of the 2021 Rainy Day Fund for a total cost of \$14,330. Palmquist noted that he would usually like to see more than one bid, but since not many companies do this type of work, he is willing to accept this bid.

Seconded by: Kendrick-Appiah

Motion: Approved

## **NEW BUSINESS**

### **Public Services Librarian – Clarksville, Job Description**

Andrea Amy is retiring, and her last day will be January 22, 2022. Amy has worked for the library for almost 22 years and has played a key role at the Clarksville Library. We would like to make that full-time position a Librarian position. The person hired would do many jobs previously done by Amy but would also do many librarian jobs, freeing Harl up to be more involved in the community. We have updated the wording on the job description and added new duties to it. We have staff who have obtained their degrees who may be interested in the position. Ideally, we would like to hire someone who can speak Spanish.

Moss moved: That we approve the full-time Librarian position for Clarksville and the corresponding job description.

Seconded by: Palmquist

Motion: Approved

### **Approval of Salary Schedule and Personnel Chart**

A 4% cost of living increase was approved at the July meeting. The personnel chart outlines the pay rate for each individual's job.

Next year we would like to look at the step and grade schedule. Once the annual report is done, we can access the salaries of other Indiana libraries. We want to be competitive with other Indiana libraries and with the local economy. We would also look to see if we can afford to make changes. Our staff appreciates the increase given this year.

Baker moved: That we approve the Salary Schedule and Personnel Chart as presented.  
Seconded by: Kendrick-Appiah  
Motion: Approved

### **Job Title and Indiana Room Name Change**

Stepro talked about changing her job title and description, so it is more customer-friendly and gives people a clearer idea of what she does. Currently, her title is the Genealogy and Local History Librarian, but she states that many people do not know what “genealogy” means. The Genealogy Center at Fort Wayne is now known as the Family History Center, and they have Family History Librarians. In an effort to modernize the terminology, Stepro recommends that her title be changed to Family and Local History Librarian.

Similarly, to better convey the purpose of the Indiana Room, Stepro recommends the name be changed to the Family and Local History Center.

Palmquist moved: That the job title “Genealogy and Local History Librarian” be changed to “Family and Local History Librarian” and the name of the “Indiana Room” be changed to the “Family and Local History Center.”  
Seconded by: Baker  
Motion: Approved

### **Items for Surplus**

We have an old couch and a broken stool from the Youth Services area that needs to be declared surplus. A new couch has been purchased and will be put in place after disposing of the old one.

Moss moved: That we declare the old couch and the broken stool from the Youth Services area as surplus.  
Seconded by: Palmquist  
Motion: Approved

### **FOUNDATION REPORT**

Munzer reported that Tony Watterson, Executive Director of Southern Indiana Works, came to the December Foundation meeting and spoke to that Board about Code Louisville and how the Library and Foundation can collaborate with this program. He was very informative. The Foundation donated \$2500 to facilitate a Code Louisville program here at the library. Coding is a growing field, and Code Louisville helps participants upgrade their job skills, which ties into the library’s goal to encourage lifelong learning.

At this meeting, we also talked about the brochure that will be mailed to households in Jeffersonville and Clarksville in early 2022. The Foundation Board set a budget for the year 2022. It will be a little higher than 2021, with a large part of it going to marketing. Some changes to the Bylaws were presented, to be approved at the January meeting. We also discussed raising funds for the pocket park from both individuals and corporate sponsorships. We will talk with those at the Community Foundation of Southern Indiana to see if it is permissible to have additional donors. They could buy equipment, such as benches. In January, Valerie McCarthy will become President of the Foundation. Munzer will still serve on the Board and be the liaison between the two Boards.

**DIRECTOR'S REPORT**

**Pocket Park Update**

Seckman has met with Kovert Hawkins, and we have gotten community feedback about the park. The theme that rose to the top was a train theme, which is appropriate since the library is located on ground that was formerly a train station. Seckman received a letter yesterday from Kovert Hawkins stating the architect's fee for the Pocket Park project is \$9500. We have to have the initial opening for the park by October 1, 2022. Kovert Hawkins did not think this would be a problem. We can continue to build onto the park with additional funding or grants. Kovert Hawkins will design the park, put out bids, and be the project manager. The grant included covering these fees. Kovert Hawkins is a trusted name, and they have done good work for us in the past.

Kendrick-Appiah moved: That we sign the agreement with Kovert Hawkins stating the fee for the design work and overseeing the Pocket Park project is \$9,500.  
Seconded by: Palmquist  
Motion: Approved

**Waived Fines in 2021**

Collection agency	\$ 27,383.00
Replacement cost	171,371.28
Old Fees (back to 1997)	148,270.82
Replacement Cards	<u>97.00</u>
Total	\$347,122.10

We had 8,929 patrons who had been inactive for three years or longer.  
We have 21,000 patrons remaining who have used the library in the last three years.

**HVAC**

We are looking for a new vendor for our HVAC preventive maintenance agreement and have gotten three quotes.

Perfection	\$21,968 (Comprehensive Plan)
	\$11,372 (Preventive Maintenance - change belts and filters)
Premier	\$23,448 (Comprehensive Plan)
	\$7,980 (Does not include cost of filters and belts)
DeBra-Kuempel	\$20,380 (Comprehensive Plan)
	\$10,172 (Preventive Maintenance)

Over the past few years, we have spent the following amounts with Alpha Energy Solutions.

2021	\$9,119
2020	\$25,436
2019	\$14,552

The unit in David's office is showing signs of a leak.

Perfection seemed to want to work with us for energy consumption. The comprehensive plans cover any moving parts. After some discussion, the Board stated they are okay with changing vendors. However, they would like to get a better picture of what is going on and get more information from Perfection to see what they can do, rather than going with a blanket comprehensive plan.

### **First Amendment Audit**

Seckman informed the Board of a new trend where people come into your library and start filming people.

### **Process for Lost Items**

The Board recently asked about the process when library materials are lost. Seckman informed them the staff gets a list of lost items; they look for these items on the shelves; if the items are not found, a list of missing items is sent to the selectors, and they decide if we should reorder the items.

### **Miscellaneous**

- Shannon Nesvick was recently hired for the Floating Clerical and Computer Lab Assistant. She is doing well.
- The PLAC fee for 2022 will remain the same as the current fee of \$65.
- The State of Indiana will soon be offering a consortium for Overdrive materials. The State Library will pay the hosting fee. Currently, we pay \$6000 just to have the Overdrive site. This will free up \$6000 to purchase materials rather than paying the hosting fee.
- Our Actual Annual Receipts vs. Approved Revenue sheet shows that we received more than we were projecting. Gillenwater will update this form after we close the books for December.
- Fredrickson made a plaque for Munzer on the Glowforge to thank him for his years of dedicated service on the Foundation Board. He will continue to serve on both Boards.

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

The next meeting of the Board of Trustees will be on Tuesday, January 18, 2022, at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:00 p.m.