

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 15, 2022
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; Steven Palmquist, Secretary; Hilda Kendrick-Appiah, Treasurer; 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 Olivia Blackerby – Kovert Hawkins

Public Comments: None

CONSENT AGENDA

Approval of January 18, 2022 Board of Trustees Minutes

Approval of claims through January 31, 2022

Financial Report

Correspondence & Publicity

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

ELECTION OF OFFICERS FOR 2022

After a brief discussion, the slate of officers proposed for the upcoming year is as follows:

President	Lynn Wilson
Vice-President	Steven Palmquist
Secretary	Linda Baker
Treasurer	Hilda Kendrick-Appiah

Moss moved: That the slate of officers be approved as presented
Seconded by: Morrill
Motion: Approved

STAFF ASSOCIATION REPORT

Morgan reported the Staff Association is planning to do something for staff for St. Patrick's day and National Workers Day during National Library Week.

OLD BUSINESS

Pocket Park Update (Kovert Hawkins/TowerPinkster)

Hunsucker gave the Board members a handout showing the current plan design for the Pocket Park and a preliminary budget.

- The entrance would be on the Locust Street side.
- Fencing would be around the area designated as Phase 1.
- The fence will allow for high visibility.
 - Phase 2 would include a space for future expansion.
- Various sections would consist of a performance area, seating area, playground, and sidewalks.
- The train theme would be developed using a wooden train that kids can climb on, a train whistle, a bell, and a ticket booth.
- A variety of outdoor musical playground equipment is being considered.
- The playground surface may include a pour-n-place rubber surface, which is good for safety and drainage.
 - It has a seven-year warranty.
 - Wood mulch in some areas is also a consideration; it would require routine maintenance and replacement.
- It may be necessary to remove an evergreen tree and another small tree, which could possibly be replanted.
- The existing sign and flag pole will need to be relocated.
- Individual seating will be used rather than benches.
- The Youth Services Department has applied for a grant for a Communication Board.
 - This is a useful tool to help children who have difficulty talking to communicate with others.
- We will need signage stating the library is not responsible for accidents.
- The Pocket Park will most likely be left open, so it can be used when the library is closed.
- The Foundation wants to help with expenses beyond what the grant will cover (we anticipate needing another \$25,000).

Timeline

March 15, 2022	Request Permissions to Release for Quotes (Board Meeting)
March 16, 2022	Issue Drawings for Quotes
April 12, 2022	Receive Quotes
April 19, 2022	Award Contract (Board Meeting)
May 2, 2022	Begin Construction
October 30, 2022	Construction Complete

HVAC Update

After more investigation into the monitoring and maintenance of the HVAC system at the two locations, we have the following prices:

Trane	\$7,690	Controls the monitoring and changing the filters at Clarksville
Perfection	\$7,152	We prefer to use Trane for Trane equipment
DeBra-Kuempel	\$3,486	Preventative for the Clarksville location
DeBra-Kuempel	\$6,686	Preventative for the Jeffersonville location

Seckman recommends a one-year contract with Trane for Clarksville and with DeBra-Kuempel for Jeffersonville. We are currently only on a service contract with Alpha; they are only changing filters and belts.

Palmquist: Moved that we adopt the recommendation for the monitoring and maintenance of the HVAC system by using DeBra-Kuempel at Jeffersonville for an annual fee of \$6,686 and using Trane at Clarksville for an annual fee of \$7,690
Seconded by: Wilson
Motion: Approved

Chat Service Update

When we started doing chat service in-house, we said we would re-evaluate after a period of time. We started in November, and it is working well. We have not had any negative feedback from staff. We have only had about 64 chats since November, but it is good to have it as an option for our customers. It is much less expensive for us to do it ourselves.

NEW BUSINESS

Marketing Assistant/Library Clerk Job Description

The job description for the Marketing Assistant/Library Clerk was sent to the Board in their packet for review. One of our staff (Brewer) got the Adult Services Librarian position at Clarksville, leaving a vacancy in his position at Jeffersonville. We took that job description, modernized the language, and placed greater emphasis on the marketing aspect of the position. We originally had planned to require a Bachelor's degree, but we think it might be better to make that a preferred requirement.

Baker moved: That the Marketing Assistant/Library Clerk job description be approved, with a couple of minor edits and making the Bachelors degree preferred rather than required.
Seconded by: Palmquist
Motion: Approved

FOUNDATION REPORT

Munzer reported that at their last meeting, the Foundation Board finalized the changes to their bylaws. Most of the discussion focused on the Pocket Park. An ad hoc committee was formed to brainstorm about our fundraising approach to businesses. They will come up with a list of 15 – 20 local businesses to ask for a donation. The Board liked the idea of using the pavers as a fundraiser, as well as naming rights for the train cars and other items in the park. The Foundation will set a goal amount to raise for this project, possibly \$30,000 – \$40,000. The Foundation Board also started talking about Library Giving Day, which takes place on April 6.

DIRECTOR'S REPORT

- Nolan Brewer was hired to be the full-time librarian at Clarksville. In 2005, he started working with us as a page; he eventually went to library school and got his MLS degree.
- We are receiving applications for the Marketing Assistant/Library Clerk.
- The company that is going to work on the terrace EFIS project will try to start on Monday. This project cannot be done when it is cold. They will start by pressure washing and cleaning off the area. It will take about three days.
- Seckman reported it may be June before we get the Ford Hybrid Escape through the Indiana Office of Energy Development Energy Technology and Innovation Grant. Seckman contacted their office and, with their approval, the charger will be housed inside the garage.
- We have ordered most of the equipment that we are getting through the ARPA grant. We hope to have a policy and procedure for loaning out this equipment ready for approval at next month's Board meeting.
- Seckman met with Pride Southern Indiana. As a result of that meeting, we created a new LGBTQ section. The News and Tribune put a nice article about this in the paper.

- We are collaborating with the Jeffersonville Arts Commission and Tourism Southern Indiana; they are going to do an Edgar Allen Poe podcast, which will be recorded in our recording studio. We will be doing a display in the library.
- We received another grant from Indiana Humanities for the One State, One Story. Books are available.
- We had 171 new registrants for library cards in January.
- Last week Seckman attended a media/marketing training done by One Southern Indiana. He got a general idea of the cost for various types of media.
- Morrill is resigning her spot on the Library Board effective June 30, 2022.
 - Previously, Kofi Darku had expressed interest in coming back on the Board. Seckman reached out to him to see if he is still interested but has not heard back from him yet. Seckman also asked the Board members to be thinking of others that might want to serve on the Board.

OTHER BUSINESS; BOARD MEMBER COMMENTS

- A question was raised about notices sent to the TV stations when we have to close for inclement weather. Seckman has been sending a notice to three stations but will check into adding WLKY-TV and WUOL radio.
- A brief discussion took place about the feedback we have received regarding our new diversity section. It has been positive.
- Gillenwater and a few Board members went to our banks today to update the signers on the accounts; they closed the account at Chase Bank.
- Munzer is now working with First Savings Bank and has a new email address.
- The Board expressed their appreciation to Munzer for serving as President this past year.

The next meeting of the Board of Trustees will be on Tuesday, March 15, 2022 at 4:30 p.m.

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

As there was no further business, the meeting adjourned at 5:38 p.m.