

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, MARCH 15, 2022  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

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

President Lynn Wilson called the regular meeting to order at 4:33 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: Bethany Morrill, Mark Munzer

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

Guests: Amanda Hunsucker, Kovert Hawkins/TowerPinkster

Public Comments: None

**CONSENT AGENDA**

**Approval of February 15, 2022 Board of Trustees Minutes**

**Approval of claims through February 28, 2022**

**Financial Report**

**Correspondence & Publicity**

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

**OLD BUSINESS**

**Purchasing Policy Update**

The Library Board last adopted the Purchasing Policy in the year 2000. We edited and updated it to meet current standards. Seckman reviewed additional corrections made to the policy after the Board packets were sent out. The Board further suggested the removal of a paragraph regarding unsolicited entries. The Competitive Bidding section states we will follow current Indiana Code guidelines, which presently require the competitive bidding process for projects exceeding \$150,000. Requests for three quotes are required for projects from \$50,000 to \$150,000. Projects under \$50,000 are considered small purchases.

Moss moved: That we adopt the Purchasing Policy for Expenditure of Public Funds as discussed and amended.  
Seconded by : Palmquist  
Motion: Approved

### **Pocket Park Update (Kovert Hawkins/TowerPinkster)**

After getting the Board's input last month, Hunsucker presented an updated design document for the Pocket Park. The hard surface areas were reduced and replaced with more soft surface areas. The mulch areas were removed altogether. The communication board and ticket booth were relocated to be closer to the train. Drainage concerns were addressed by sloping the landscape area.

A four-foot-high aluminum fence will be used; the color is still to be determined. Nine single-person fixed seating units will be placed along the perimeter of the performance area. Pennsylvania Sedge, a native grass, will be planted in the landscape area and will line the park's edge. It is a low-maintenance grass and is tolerant of quick downpours. It is hardy enough to hold up well if people walk through it. It is typically mowed once a year at the end of the growing season.

We will no longer need the irrigation system in the park area, and it needs to be removed. Hunsucker asked the Board if they would like that to be bid as a part of the project or would they prefer to let LaDuke Irrigation remove it since they handle our irrigation system. The Board prefers to let LaDuke remove the necessary portion of the irrigation system.

The rubber play surface comes with a 7-year warranty. Hunsucker has consulted with other clients that have it, and some have had it for ten years and said it is still doing well. Another similar product has a ten-year warranty but would cost an additional \$5000. The Board would like the bid to include the standard seven-year base product and have the ten-year product as an alternate.

Hunsucker cautioned the Board that bid prices are typically higher than expected due to the local and world economic situation. We want to keep the overall bid under \$150,000. The project is due to be completed at the end of October. We can ask for one extension but prefer not to do that.

The current street lights help with lighting in the area, but we probably need to add some lighting to the building itself. We could do that as an alternate. We will also need to add security cameras as there are not any on that end of the building. They can be added later or out of a different funding source. Our existing flag pole needs to be relocated as it is where the fence will be going. Two options were presented. Option one is on the Locust Street side between two trees and the sidewalk and the covered walkway. We would need to illuminate the flag. Option two is at the main entrance and would require digging through the concrete. Option one would be less expensive, but option two puts the flag in a more prominent location. The Board would like to have a price for each option.

This project does not have to be publicly bid. Kovert and Hawkins will request a quote from five different trusted contractors; the Board will review the quotes at their April meeting.

### **STAFF ASSOCIATION REPORT**

Morgan reported that April 5 is Library Worker's Day; the Staff Association will provide staff with a Chic-fil-A lunch. Seckman will provide cupcakes.

The Staff Association makes drinks and snacks available in the lounge. Due to cost increases, they will either have to stop providing this service or raise prices by twenty-five cents. They plan to let members of the Staff Association decide by vote.

### **NEW BUSINESS**

#### **Equipment Lending Policy and Procedures**

We are almost ready to start lending the equipment purchased through several grants. A total of nine kits will eventually be available, but we will begin by circulating four of the most popular kits: the laptops, Chromebooks, hotspots, and tablets. Customers will have to fill out an Equipment Loan Application, and

those records will have to be on file (paper or digitally) for ten years. An Individual Checkout Addendum will also need to be filled out each time a piece of equipment is checked out. The Board suggested that we include a checkbox with the equipment serial # on it. For example:

I am aware that I am checking out Kit #3 with Serial #, and it costs XXX dollars.

They also suggested that on the first page, we change Purpose #1 to start off with “To allow our community access...” so it conforms to the wording of points 2, 3, and 4, which also start with “To ...”

Baker moved: That we adopt the Equipment Lending Policy with the amendments made as recommended.

Seconded by: Kendrick

Motion: Approved

### **Bike Lock Policy**

To help the customers and make it easier on staff, we want to loan bike locks to be used by customers while on library premises. We will have four locks at each library location; these will be purchased from a local bike dealership. We anticipate that it could be challenging to collect the fees if the locks are not returned. We believe the locks come with two keys. The Board recommended one wording change in the Disclaimer section, point C, which reads:

By borrowing the bike lock and key, the patron agrees to pay for the lock and/or the key if either *of them are* damaged, lost, or stolen. The words “of them are” will be changed to “*item is.*”

Palmquist moved: That we approve the bike lock policy, as amended.

Seconded by: Kendrick-Appiah

Motion: Approved

### **Job Description Update**

With the retirement of the page at the Clarksville Library in two weeks, we reviewed the job description for that position. As we have updated it on previous job descriptions, under Personal Requirements: “Neat, clean, and well-groomed” was changed to “Projects professionalism in appearance and behavior.”

The Board recommended one additional change. The job requirement should be changed from: “Education: High school student, 16 years and older” to “Age: 16 years and older” as being a high school student is not required. The Board expressed concern that the pay level is too low. Seckman wants to review the salary schedule when preparing the 2023 budget.

Kendrick-Appiah moved: That we adopt the Library Aide/Page job description as amended.

Seconded by: Baker

Motion: Approved

### **Items for Surplus**

The Board was sent a list of items to declare surplus. We need to change the old blue dropbox from a quantity of one to two. We plan to sell the Vibe automobile. It is old but has low mileage.

Palmquist moved: That we approve the surplus list, with the provision that we sell the Vibe.

Seconded by: Baker

Motion: Approved

## **FOUNDATION REPORT**

In Munzer's absence, Seckman reported:

- The Foundation's "So Much More!" promotional flyer was mailed to about 15,000 households.
- We are gearing up for Library Giving Day on April 6.
  - Several emails will be sent out.
  - It will be mentioned in the monthly newsletter.
  - We will advertise in the One Weekly ePublication.
  - We will boost a Facebook ad.
  - The focus will be on fundraising for the pocket park.
  - We are sending approximately 125 letters to people who have previously made donations to the Foundation.
- The Pocket Park is featured in the Projects section on the Foundation website.
  - It shows ways to donate and the price points associated with them.
  - Various giving opportunities include the story walk, wooden train, outdoor musical instruments, outdoor seating, and engraved pavers.
- The printing of a tri-fold flyer about the Pocket Park was donated by 323 Printing. It will show the various giving opportunities and ways one can contribute.
- We hope to have the Juggernaut Jug Band in June for a fundraising concert.

## **DIRECTOR'S REPORT**

The Greater Clark Community Schools have agreed to make the library a part of the registration process. You will have to opt in to have an eCard. We want to make it as easy as possible for kids to use the library. Their card number will be the same as their student ID number. Lori Morgan has helped a lot with this project.

Our staff has asked for opportunities to get to know the Board better. To help facilitate this, we would like to have a meet-and-greet from 3:00 p.m. to 4:30 p.m. on April 19 before the Board meeting. Staff can come and go as they want. The Board also welcomes the opportunity to get to know the staff better.

Last year we started doing an annual Bylaw review. The following timeline was established:

- March – The Director will notify the Board it is time to review the Bylaws.
- April – The Bylaw committee, consisting of the President and the Secretary, will meet to review the Bylaws. Lynn and Baker will determine when they want to meet.  
After their review, the committee will send the bylaws to the Board.
- May – Any recommended changes will be presented to the Board.
- June – A formal vote to accept any recommended changes will take place.

We will supply Lynn and Baker with copies of the Bylaws. Though we are not required to do an annual review, Seckman would like us to do this yearly, so we do not forget. We also noted last year that we need to add more details to how the rotation of officers works.

We have hired Blake Oliver to be our Marketing/Clerical Assistant. He is currently a teacher and will start the week of April 11, working 10 hours a week until school is out. After that, he will begin working full-time with us.

Blanche Hester is retiring from her Page position at the Clarksville Library. She has worked there for seven years, and her working career spans 47 years.

Seckman talked to Kofi Darku again about his interest in serving on the Library Board of Trustees. Seckman stressed that attendance at the meetings was very important and Darku stated that will not be a problem. A letter will be sent to the Greater Clark County School Corporation to recommend Darku's appointment to the Library Board.

The Overdrive Consortium through the Indiana State Library has migrated everything to one system. We have gone from having 12,000 items available on Overdrive to now having 141,000 items available.

The EFIS project on the terrace is nearly finished. If we could pay them upon completion of this project rather than waiting for the next board meeting, they have offered to reduce our bill by \$500. That would take it from \$14,330 to \$13,830. This is an encumbrance from the Rainy Day Fund.

Palmquist moved:           That we pay Mark Swank's company, Modern Exteriors, Inc., upon completion of the terrace EFIS project rather than waiting until after the April Board meeting, resulting in a savings of \$500 and a final price of \$13,830.  
Seconded by:               Kendrick-Appiah  
Motion:                      Approved

Seckman investigated the weather closings on the news stations; any library closings will be on WLKY in the future. The radio station WUOL does not have weather closings, but WFPL does.

Save the date for May 17 for the presentation of the big check for the Pocket Park and photo opportunity with the Community Foundation of Southern Indiana. We do not have a time, but we hope it will be right before the May Board meeting.

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

The next meeting of the Board of Trustees will be on Tuesday, April 19, 2022, at 4:30 p.m. As there was no further business, the meeting adjourned at 5:57 p.m.