

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, APRIL 19, 2022
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:34 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: None

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

Guests: Amanda Hunsucker, Kovert Hawkins/Tower Pinkster

Public Comments: None

CONSENT AGENDA

Approval of March 15, 2022 Board of Trustees Minutes

Approval of claims through March 31, 2022

Financial Report

Correspondence & Publicity

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

We have one additional invoice that needs to be paid before the May Board meeting. Seckman requested that an invoice from Newegg for \$1696 be approved for payment.

Baker moved: That we approve the \$1696 invoice from Newegg for payment.
Seconded by: Munzer
Motion: Approved

STAFF ASSOCIATION REPORT

- Morgan reported that the Staff Association provided lunch for the staff for Library Workers Day and Seckman provided cupcakes.
- We are considering having a cookout after summer reading.
- We have had several school visits and literacy nights.

OLD BUSINESS

Pocket Park Update (Kovert Hawkins/TowerPinkster)

Hunsucker reported that a request for a quote was sent out by invitation only to five general contractors. We received one quote from AML, Inc., a company based out of Floyds Knobs. TowerPinkster is comfortable with their bid, which includes the base bid and a number of alternate bids as follows:

Base bid		\$137,300
Alternate No. 1:	Flagpole Relocation	Add \$7,300
Alternate No. 2:	Exterior Lighting	Add \$5,800
Alternate No. 3a:	Rubber Playground Surface	Add \$37,200
Alternate No. 3b:	Rubber Playground Surface Substitution	Add \$4,900
Alternate No. 4:	Fixed Seating	Add \$8,800
Alternate No. 5:	Solar Flag Pole Lighting	Deduct (\$2,900)

Notes:

- Alternate No. 1: Moving the flagpole to the front entrance area of the building. Moving the flagpole to the Locust Street side of the building is included in the base bid.
- Alternate No. 2: No exterior lighting is included in the base bid.
- Alternate No. 3a: The base bid includes the excavation and preparation work for the Pour ‘n’ Play system, but it does not include the rubber surface itself. The playground surface in Alternate 3 has a seven-year warranty.
- Alternate No. 3b: The additional cost for a ten-year warranty on the Pour ‘n’ Play system
- Alternate No. 4 Includes the fixed seating around the curved seating area; no seating is included in the base bid.
- Alternate No. 5 No wiring is required. Hunsucker stated they have had good luck with solar flag pole lighting; it provides lighting all through the night.

Hunsucker recommends not accepting Alternates 3a or 3b. TowerPinkster would like to get a separate cost for the playground surface through another company. According to the quote sheet, the work must be substantially complete by September 15, meaning it must be useable. The solar flag pole lighting would provide lighting throughout the night. The Board inquired about using solar-powered exterior lighting rather than Alternate No. 2.

An attachment to the quote includes seven items that are not included in the quote. They will be paid for separately, but AML will install them. LaDuke Irrigation has recommended that we not move the irrigation lines first. Other items that are not included in the quote are new signage, window clings for the railroad graphics, the Story Walk, and the Video Surveillance Cameras.

Seckman stated we are trying to get a grant for several of the items that are not included. A family is paying for the Story Walk. The wooden train is one of the major expenses; we are hoping for some corporate sponsors. We have Rainy Day Funds and some money from an Endowment fund that can be used for this project. The pavers are going well. They are \$200 for a personal paver and \$250 for a business paver. We will work on a paver campaign. Pavers could also be used for the StoryWalk. We have over \$8000 committed, and the Foundation is donating up to \$15,000 for the park. We are hoping to generate another \$5,000 - \$10,000 for pavers. The grant was for \$80,000. The library may need to supply about \$50,000 from their funds.

The Board further discussed the bid and the motions. They asked Morgan’s opinion; she thinks the park would be used a lot. Moss expressed general concerns for the Pocket Park project.

Munzer moved: To approve the base bid from AML, Inc. for \$137,300 and Alternate 4 for Fixed Seating for \$8800 and Alternate 5 for solar flag pole lighting, which reduces the cost by \$2900.
Seconded by: Kendrick-Appiah
Motion: Moss and Palmquist opposed the motion. It was approved by a majority vote.

NEW BUSINESS

Long-Range Plan Update

Seckman updated the Board on the Long-Range Plan and what is being done with it. The plan has five major goals:

1. Get people to know what we do
2. Diversify our collection
3. Be a strong community partner
4. Be a responsible and responsive steward of the public trust
5. Be a good place to work, learn, explore, and play

In our management meetings, we have been deciding who is responsible for the various objectives and what year we will work on them. We can also see when objectives are completed.

Several items were accomplished in 2021. A lot of 2022 involves developing a marketing plan centered around social media. In addition to promoting events, we want to highlight our collection more and be more mindful of what kind of marketing we want to do. Last year we purchased Savannah, a demographic resource that helps us target our marketing to particular groups. We also recently bought Wowbrary, which highlights new books on our website.

In 2022 we are establishing a baseline with our marketing and our collection. In 2023, we will focus more on outreach. We have hired a marketing person who has started training with Brewer. The Board suggested that we share a Top 10 book list and highlight individual staff or a department on our social media.

Pressure Wash Building - Jeffersonville

Seckman stated the limestone on the exterior of our building looks very stained, but we should probably wait to have it pressure washed after the Pocket Park is completed. We have one bid from Mark Swank, who did the EIFS work on the terrace. When the time comes, we will try to get more bids.

Thunder Over Louisville

Several Board members shared their thoughts about staff watching Thunder Over Louisville from the library terrace. They felt it would be a nice perk for employees. Seckman inquired, and no extra insurance is required. A few concerns revolve around cleanup, keeping others out, and parking for staff. We close at 1:00 p.m. on Thunder Day due to traffic concerns and the number of people coming in to use the restrooms. The Board concluded that they are open to staff using the terrace; the details need to be worked out before next year's event. Munzer will share the guidelines used by the bank.

Approve Job Description – Clerical Assistant & Part-Time Custodian

We have a new Clerical Assistant position open and wanted to update the job description. We revised the wording to conform to other job descriptions and added chat service to the Description of Tasks.

Palmquist moved: That we approve the Clerical Assistant job description as presented.
Seconded by: Morrill
Motion: Approved

We also had a custodial worker resign and updated that job description.

Baker moved: That we approve the Custodial job description as presented.
Seconded by: Munzer
Motion: Approved

Surplus Items

A list of ten items from Clarksville and a TV from the Jeffersonville Youth Services department were presented to be declared surplus. The TV still works and can be hooked up to cable, but it does not work with our gaming systems. We will see if a non-profit youth shelter can use it. If items are declared surplus which are not saleable but are still useable, the Board would like for them to be donated to a charity or non-profit when possible.

Kendrick-Appiah moved: That the items from Clarksville and the TV from Jeffersonville be declared surplus.
Seconded by: Palmquist
Motion: Approved

FOUNDATION REPORT

Munzer reported that the Foundation Board met on April 5. They discussed the Pocket Park and how to generate more funds for it. They have generated about \$8000 in donations thus far. The Foundation committed up to \$15,000 to the Pocket Park. Library Giving Day took place on April 6.

DIRECTOR'S REPORT

- National Library Week was the first week of April.
 - A Chick-fil-A lunch and cupcakes were provided for all staff for National Library Worker's Day.
 - Fredrickson made keychains in the Makerspace for each staff member with the message "You Matter."
 - Seckman had vinyl cling stickers made with the "You Matter" message.
 - Staff worked on making a "Life of a Book" video, which was shown to the Board during the meeting. Fredrickson, Brewer, and Harl were instrumental in putting the video together.
 - Seckman was featured in a "Happy Ticket" video clip, which was also shown to the Board.
 - Three hundred six library cards were issued last month.
- In honor of his 50th Work Anniversary, the Board passed a resolution to declare September 1 as Mike Harvey Day.

Kendrick-Appiah moved: That September 1 be declared Mike Harvey day.
Seconded by: Morrill
Motion: Approved

- Resignations and New Hires
 - Miranda Hale resigned from her Clerical Assistant position. Her last day was April 16.
 - Lauren Lorange has been hired as the new Clerical Assistant. She has been a library user for 20 years. She is warm and personable and comes highly recommended by her references. She will start April 26.
 - Erin Miller has resigned from her part-time custodian position. Her last day will be April 30.
 - Blake Oliver started April 12 as the Marketing Assistant/Library Clerk. He will begin full-time in June.

- Jessica Cruz Flores has been hired as the page in Clarksville. She is a junior at Jeffersonville High School; she started on April 4.
- We have a new Blessing Box donated by One Vision Credit Union. It is like a miniature food pantry. Cindy Loi is our contact person.
- In an Overdrive update, the Indiana Library consortium now has almost 200 participating libraries. We did have about 12,000 items available through Overdrive, and we now have over 211,000 items. The State Library pays one platform fee for everyone instead of each library paying the platform fee.
- We have collaborated with the Department of Natural Resources and have made Nature Backpacks. Patrons will have access to State Park passes for free. In addition to the free passes, the backpacks will include binoculars, birdwatching guides, and a small first-aid kit.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Morrill expressed her thanks to Morgan for her hard work at the Literacy Nights at the schools. She stated she always has something fun for the kids and does such a beautiful job. Morgan also encouraged her staff to come to the Meet and Greet with the Board members.

The Board felt the Meet and Greet, which was held prior to today's Board Meeting, was an excellent idea.

The next meeting of the Board of Trustees will be on Tuesday, May 17, 2022, at 4:30 p.m. As there was no further business, the meeting adjourned at 6:13 p.m.