

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MAY 17, 2022
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:30 p.m.

Presiding Officer: Lynn Wilson, President

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

Board Members Absent: Steven Palmquist, Vice-President; Mark Munzer

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

Guests: Amanda Hunsucker, Tower Pinkster

Public Comments: None

CONSENT AGENDA

Approval of April 19, 2022 Board of Trustees Minutes

Approval of claims through April 30, 2022

Financial Report

Correspondence & Publicity

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

Seckman stated that the Board authorized a check for \$1696 to Newegg at the April meeting. Newegg sent us the wrong item, so the payment has not yet been made.

STAFF ASSOCIATION REPORT

One of our part-time Public Services staff graduated from college and found a full-time job using her degree; she will be leaving the library. The Staff Association is providing cupcakes on Friday to celebrate her.

We are getting ready for summer reading.

OLD BUSINESS

Pocket Park Update (TowerPinkster)

Hunsucker reported they have made progress in getting contracts signed and a notice to proceed with the Pocket Park. We needed a fence permit and a site improvement permit from the City of Jeffersonville,

and these have both been signed. We will have a pre-construction meeting on Thursday, May 19, and talk about logistics and get a project schedule. The schedule will be a work-in-progress based on the availability of materials. We will be working on shop drawings and submittals of approval for the next few weeks. A high priority will be ordering materials with a long lead time. AML has proposed a June 1 start date. A groundbreaking ceremony was tentatively set for June 6 at 10:00 a.m. The Board will be notified if that changes.

Last month we had a base bid and an alternate bid for the poured-in-place (PIP) rubber surface. AML solicited six bids but only got one bid back, and it was \$10,000 higher. AML would like to continue to work on pricing for the rubber surface. AML will give us a date by which they need a decision. The Board would like AML to continue looking for a better price.

AML has also been working on getting additional pricing on fence material. We specified steel fencing, but they found aluminum fencing is less expensive right now. Aesthetically, it will not look any different. It is a good quality product and should provide strength and safety. The Board was agreeable to using aluminum fencing rather than steel fencing.

The alternate price from AML for the exterior lighting is \$5800. The Board had asked Tower Pinkster to explore the possibility of using solar lighting for the exterior lighting. They talked to their electrical engineer and the electrical subcontractor that AML plans to use. Neither of them recommended we move forward with solar lighting. They stated it does not have enough lumen output. The less expensive solar lighting can be high maintenance, and the more costly options are higher priced than the hardwire option. We need to decide how to proceed with the lighting, as it has long lead times. The Board feels we have to have lighting for safety, and they would like to proceed with the proposed alternate bid of \$5800.

Morrill moved: That we accept the alternate bid of \$5800 from AML to move forward with the hardwired exterior lighting.
Seconded by: Kendirck-Appiah
Motion: Approved

The base bid for the seven-year PIP rubber system is \$37,200. It is an additional \$4,900 for the ten-year system. The Board requested to see a sample of each of these products before deciding. (Hunsucker left at 4:46 p.m.)

Review of Bylaws and Investment Policy

The Bylaws review process is that the Bylaws committee looks at them and brings back recommendations; the Board then has 30 days to approve the changes. The committee reviewed the Bylaws last month. The recommended changes were sent to the Board in their packets, and Seckman reviewed them at the meeting. The next step is to vote on the changes at the June meeting.

Among other changes, the term “investment officer” in the bylaws will be changed to “investing officers” to correspond to the wording in the Investment Policy. More details were given about the process of putting new Board officers in place, and a contradictory statement was removed from the Limitation of Terms section.

NEW BUSINESS

Salary Adjustments

In the process of hiring for open job positions, we observed the salary of two current staff that we feel needs to be adjusted. The first recommendation is that our Sr. Library Clerk/Outreach be moved from a Grade 4, Step 2 to a Grade 4, Step 6 on the salary schedule. The second recommendation is to move a

library clerk from a Grade 3, Step 5 to Grade 3, Step 8. The budget can support these two changes, and we recommend they become effective with the pay period starting May 15.

Moss moved: That the proposed step changes be made for the two employees as presented, and the corresponding salaries are adjusted accordingly, effective with the pay period beginning May 15, 2022.

Seconded by: Baker

Motion: Approved

Per diem for travel meal expenses

At a Board Meeting in 2011, the per diem for travel meal expenses was set at \$50 per day. After some discussion, the Board would like to increase the per diem for travel meal expenses to \$60. The library does not pay for any alcoholic beverages.

Kendrick–Appiah moved: That we raise the per diem for travel meal expenses from \$50 to \$60.

Seconded by: Baker

Motion: Approved

Animals in the Library Policy Update

We have had a few instances where dogs have been tied up outside. We want to make it clear in the policy that this is not allowed. We added one line to the policy, “No animals may be left unattended on library premises.”

Baker moved: That we approve the Animals in the Library policy, as presented.

Seconded by: Morrill

Motion: Approved

FOUNDATION REPORT

In Munzer’s absence, Seckman reported that the Foundation is focusing on fundraising. Thus far, \$14,245 has been raised. The pavers are generating a lot of interest.

DIRECTOR’S REPORT

- E-rate was approved for July 1, 2022 - June 30, 2023, for internet and wi-fi, saving us \$52,000 a year. The Federal government has subsidized this for many years.
- We applied for round three of the Emergency Connectivity Fund. If approved, that would give us twelve months of data for hotspots.
- Seckman reported that he viewed Thunder Over Louisville from the library terrace this year. He stated it was a great view for the air show, but the trees slightly obstructed the fireworks.
 - A survey was sent to staff asking if they would be interested in viewing Thunder Over Louisville from the terrace next year. At least 20 stated they would be interested. The terrace can accommodate at least 50.
 - We will plan to do the survey again in February and put it on the agenda for further discussion or vote at the February Board Meeting.
 - The Board feels it would be a nice perk for staff, and they would be willing to try it if we keep it to a maximum of 50 people.
- The Custodial Services department has been struggling since the part-time custodian resigned, and the full-time custodian has been out since April. We are still looking for someone to fill the part-time position.
- We hired Madison Conway as a summer page. She started on May 11.

- As Morgan mentioned, Brooklyn Bruner resigned. She was great with our customers, and she will be missed.
- We hired a new security officer, Sean Hodge. He is from the Clarksville Police Department, and today is his first day.
- Seckman finished the Leadership Southern Indiana program last Wednesday.

OTHER BUSINESS; BOARD MEMBER COMMENTS

- Kendrick-Appiah stated that she failed to mention at the April meeting that Jane Sarles passed away. She was a former Board member.
- We will try to get publicity for the groundbreaking. We will contact One Southern Indiana to see if they can come; they have shovels and a groundbreaking kit.

The next meeting of the Board of Trustees will be on Tuesday, June 21, 2022, at 4:30 p.m. As there was no further business, the meeting adjourned at 5:26 p.m.