

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JUNE 21, 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: Steven Palmquist, Vice-President; Linda Baker, Secretary; Hilda Kendrick-Appiah, Treasurer; Mark Munzer

Board Members Absent: Dale Moss, Bethany Morrill

Staff Members present: David Seckman, Debbie Beckham, Barbara Gillenwater, Lori Morgan, Blake Oliver, Vincent Thomas

Guests: Amanda Hunsucker, Tower Pinkster

Public Comments: Staff member Thomas stated that other local businesses and libraries were closed for Juneteenth, and since it is now a Federal Holiday, he feels we should recognize it as such by being closed. Thomas also addressed security concerns. Some staff met with Ryan Dowd, an expert in homelessness and de-escalation. Thomas thinks the entire staff would benefit if Dowd could do some training for us. Thomas would like to see us be able to wear jeans and a reading t-shirt more during the summer. He thinks it would be good for staff morale, and patrons not used to dealing with professional people would feel more comfortable.

Wilson stated the Board will discuss these points when we get to new business. (Thomas left at 4:36 p.m.)

**CONSENT AGENDA**

**Approval of May 17, 2022 Board of Trustees Minutes**

**Approval of claims through May 31, 2022**

**Financial Report**

**Correspondence & Publicity**

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

A question was raised about the unusually high utility expenses. Seckman said we have worked with Duke Energy and done some energy audits. The roof will most likely need to be replaced within five years. After that, he would like to see us install some solar panels. Baker noted that we have already spent 80% of the annual Utilities, Sewage budget. Gillenwater stated we had a water leak that contributed to the high sewage bill. Gillenwater will speak with the sewage company and see about getting the bill reduced since the water from the leak did not pass through the sewage system.

A correction will be made for a typo on the first page of the Financial Report. Under Capital Projects, it should read Broadband Grant Fund rather than Boardband Grant Fund.

Seckman stated we have a \$1500 per transaction cap on our credit card. We are still trying to order some of our ARPA-funded equipment. Seckman asked for permission to make a one-time charge of \$5000 for four video cameras. After we get these, we can get reimbursed from ARPA.

Palmquist moved: That we grant one-time permission to charge \$5000 on our credit card for four video cameras.

Seconded by: Munzer

Motion: Approved

### **STAFF ASSOCIATION**

Morgan had nothing to report. Everyone has been busy with Summer Reading Club, and our numbers this year have already surpassed last year.

### **OLD BUSINESS**

#### **Pocket Park Update and Roof Terrace Safety Analysis (Amanda Hunsucker, TowerPinkster)**

Hunsucker reported that the temporary fencing has been installed, the landscaping removal is completed, the rough grading is underway, along with the surveying and layout. We are on track for completion in September.

We need a decision today on the Poured-in-Place Rubber Playground Surface. Hunsucker tried to get a physical sample but was unable to do so. We have three options and will need to choose one with either a 5, 7, or 10-year warranty. Options 1 and 3 have a five- or seven-year warranty but a ten-year life expectancy. Option 2 has a ten-year warranty and a fifteen-year life expectancy. Two different colors will be used in the design.

#### Discussion points:

- The Foundation has raised approximately \$19,000 for the Pocket Park.
  - Pavers have been the best seller.
    - Thirty-nine have been sold; a total of 360 are available.
    - We can anticipate getting another \$8000 in pavers.
    - People who are connected to the library are the most interested in buying pavers.
  - First Savings Bank is sponsoring a train car.
  - Valerie McCarthy's family is sponsoring the Storywalk,
  - Palmer Roofing is sponsoring a musical instrument for the playground.
  - Kathy Kull is sponsoring a bench.
- The architectural fees, cameras, and irrigation system are not included in the total construction cost.
- Mathematically, we get more for our money and a better quality playground surface with Option 2.
- We have Rainy Day Funds that can be used for this project.
  - We allocate \$75,000 yearly for Rainy Day and have over \$400,000 in this fund.
  - \$20,000 goes into a Library Improvement Reserve Fund (LIRF) each year.
- We can explore other grants.
- We are approved to spend 100% of the Operating Budget; we have a healthy cash balance.
- We are getting good publicity for the park; it gets people excited about the library.

Munzer moved: That we select Option 2 with a ten-year warranty at the cost of \$42,100 for the Aliphatic Urethane Poured-in-Place Rubber Playground Surface manufactured by Surface America Playbound.  
Seconded by: Kendrick-Appiah  
Motion: Approved

The Board stated they would trust the design team for the colors used in the Pocket Park, with some consideration being given to the library colors.

(Munzer left at 5:00 p.m.)

Hunsucker stated that they evaluated the terrace space using current building codes to determine a safe occupancy number. When the space was designed, it used a previous version of the building code. The number of safe exits is one determining factor. According to the building code, both the small terrace and the large terrace can have 49 occupants each. We have the correct number of egress points, but the doors swing towards you rather than in the direction of egress. When people panic, they try to egress from the same door they entered. If we modified one door on the large terrace and changed the direction it swings, we could increase the occupancy number of the large terrace to 178. It would cost approximately \$10,000 to change one door. This analysis is based on building code and square footage. Hunsucker further stated that they have not done a structural analysis, as that is a much more in-depth review. It takes into consideration the weight capacity and structural code.

#### **Voting on Changes to Bylaws and Investment Policy**

The Investment Policy speaks of investing officers, while page 16 of the Bylaws speaks both of investment and investing officers. After a brief discussion, the Board determined to use the term “investing officers” and “Library Board Treasurer” on both documents.

Baker moved: To insert the word “Board” on the Investment Policy so that the Investing Officers section reads, “The Library Board Treasurer and Director are designated as the investing officers....”  
Seconded by: Palmquist  
Motion: Approved

Baker moved: That the Board Bylaws Article XI, Section 3, 11.3.3 be changed from “investment officer” to “investing officers.”  
Seconded by: Palmquist  
Motion: Approved

Baker moved: That the previously proposed changes to the Bylaws be approved as presented.  
Seconded by: Palmquist  
Motion: Approved

#### **Pressure Wash Building - Jeffersonville**

Seckman provided two quotes on pressure washing the building. The first is from Mark Swank; he gave us a quote last year when he did the EIFS work on the terrace. His quote is \$20,500 to pressure wash the limestone and EIFS Stucco areas and paint the EIFS Stucco areas with Tersus Colorcoat. The second quote is from D&D Facility Maintenance Services LLC. A separate price was given for pressure washing (\$19,858.24), painting (\$46,442), and window cleaning (\$7,150) for a total quote of \$73,450.24. Seckman found another company willing to do the window cleaning for \$1500. We will keep the proposals for future reference and will probably not have this work done until after the Pocket Park is completed.

**NEW BUSINESS**

**2023 Budget**

Seckman gave the Board members a copy of the proposed 2023 Salary Schedule and Personnel Budget. He stated in July we will be working on building the 2023 budget. Baker Tilly will work with us near the end of July, they present the Budget to the Board in August, we do the public hearing in September, and the Board votes on the Budget in October. It has been a long time since we have given step increases or made more than cost-of-living adjustments to the salary schedule. We propose adding two steps to the salary schedule so it would go from 13 to 15 steps. Step 3 would become Step 1, resulting in employees getting approximately a 6% increase. Last year the inflation calculator was 7%, and we gave a 4% cost-of-living adjustment. This year, the inflation rate is 8.6%.

Kendrick-Appiah moved: To approve the proposed 2023 Salary Schedule and Personnel Chart  
Seconded by: Baker  
Motion: Approved

**Setting the Mileage Rate**

The library pays mileage according to the Indiana mileage rate. We do not have to use that rate, but we cannot use a rate higher than what is set by the IRS. After some discussion, the Board decided they would like our mileage reimbursement rate to automatically adapt and change as Indiana changes their rates (currently being done every three months), and we will use the top Indiana reimbursement rate.

Palmquist moved: That we adopt Indiana’s top state mileage reimbursement rate and that it will automatically change as that rate changes (currently 48 cents/mile).  
Seconded by: Kendrick-Appiah  
Motion: Approved

**Trespass Matrix**

Seckman stated that since he has been here, we have used a trespass matrix as a procedural document to help us determine and uniformly apply consequences for specific behaviors. We have recently reviewed the matrix and made some changes to it. The first page includes some definitions. Having Board approval of this document will make it easier to enforce. After some discussion, the Board decided to further review the trespass matrix and bring suggested changes to the next meeting.

**Surplus Items**

The Board members were given a list of items dated June 2022 that need to be declared surplus. The list includes old computer items from the Family and Local History Room and four soft chairs that we can no longer use in the library.

Baker moved: That the items on the June 2022 list be declared surplus.  
Seconded by: Kendrick-Appiah  
Motion: Approved

**Juneteenth**

Juneteenth became a federal holiday in 2021. The Board and Director feel it is appropriate to make it a holiday observed by the library, effective in 2023.

Kendrick-Appiah moved: That we approve Juneteenth as a library holiday.  
Seconded by: Palmquist  
Motion: Approved

## **Security**

We are still working on solutions to our security situation.

## **Summer Dress Code**

Our current policy states that staff may wear summer reading t-shirts during the dates of Summer Reading Club. Staff members are allowed to wear blue jeans on Fridays and Saturdays, but they must pay \$1 to the Staff Association for each day they wear them. The Board concluded that the existing dress code policy is working, and we will continue to follow it.

The Board stated it is best for staff to go through the proper channels before coming to the Board. (Baker left at 6:00 p.m.)

## **FOUNDATION REPORT**

Thus far, the Foundation has raised \$19,151.58 for the Pocket Park.

## **DIRECTOR'S REPORT**

- Summer Reading Club statistics are as follows:

|                                |      |
|--------------------------------|------|
| Clarksville Adult Signups      | 156  |
| Jeffersonville Adult Signups   | 343  |
| Clarksville Youth Signups      | 329  |
| Jeffersonville Youth Signups   | 1255 |
| Clarksville Cultural Passes    | 400  |
| Jeffersonville Cultural Passes | 1100 |
| Clarksville Page Turners       | 243  |
| Jeffersonville Page Turners    | 1025 |
- Personnel Updates:
  - Jared Page is our new part-time custodian; he started on June 1. He is a great addition to the staff and will help at Clarksville when their custodian is away for vacation.
  - Beth Wagner is our new part-time Clerical Assistant. She worked for us previously and was an excellent worker. We are happy to have her back.
  - Blake Oliver, our new Marketing Assistant, has been with us part-time since April, but he began working full-time on June 13.
  - Lonnie Lynn returned to work on June 20.
- Some staff participated in the Pride Festival. They talked to 981 people that day.
- Seckman was told the car that was ordered in January is being made this week. This is the car we are getting through a grant.
- 212 library cards were issued in May.
- Seckman has started attending the Clark County Rotary Club. This is the merger of the Jeffersonville and Clarksville clubs.

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

A few months ago, Bethany Morrill told us she would step off the Library Board when her term ends on June 30. Kofi Darku has been appointed by the Greater Clark school corporation to fill the open position on the Library Board starting July 1; he will attend the next Board meeting.

The next meeting of the Board of Trustees will be on Tuesday, July 19, 2022 at 4:30 p.m.

As there was no further business, the meeting adjourned at 6:11 p.m.

