

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, JULY 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 4:32 p.m.

Presiding Officer: Steven Palmquist, Vice-President

Board Members Present: Linda Baker, Secretary; Hilda Kendrick-Appiah, Treasurer; Dale Moss, Mark Munzer, Kofi Darku

Board Members Absent: Lynn Wilson, President

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

Guests: Amanda Hunsucker, Tower Pinkster

Public Comments: None

OLD BUSINESS

Pocket Park Update (Amanda Hunsucker, TowerPinkster)

- AML has been working on getting the materials ordered.
- The playground surface has been ordered. It will be a mixture of blue and gold.
- The benches around the seating area will be sky blue. They are backless so that you can face the stage area or the playground area.
- The wooden train equipment came in last week and has been delivered to AML for temporary storage.
- The other playground equipment has been ordered.
 - The mushroom drums had a long lead time, so we changed it to a pots and pans panel and ordered two.
- Some changes needed to be made to the grade work; it has an additional cost of \$11,524.43.
- Changing the fencing material from steel to aluminum will save \$8000 and help offset the cost of the grading revisions.
- We had a contingency allowance of \$5000. We will use \$3,524.43 for the remainder of the grading work, leaving a balance of \$1,475.57.
- In the next few weeks, the final grading will be done. AML will start putting in the concrete walk and pour the foundations for the playground equipment.
- We are still on schedule for finishing up in September. The fencing may be one of the last things to come in.

New Board Member

Palmquist welcomed Kofi Darku to the Board; he has served previously on the Board of Trustees. Darku was appointed by the Greater Clark County Schools and is taking the spot formerly held by Bethany Morrill.

Mileage Reimbursement Update

Last month the Board voted to adopt Indiana's top state mileage reimbursement rate, and the amount we reimburse will automatically change as that rate changes. In June, the IN State library came out with a new memo with more tier levels. This memo's top mileage reimbursement rate is based on gas prices of \$7.22 to \$7.47. To reimburse for mileage at that rate (57 cents per mile) would be paying a rate based on fuel prices being higher than what they are currently. After discussing various methods, the Board concluded the mileage reimbursement rate should be based on the statewide average fuel pricing (currently \$5.21 with a reimbursement rate of 49 cents per mile). We cannot set the rate higher than what the IRS sets.

Munzer moved: The library will pay a state mileage reimbursement rate based on the statewide average fuel pricing currently in effect. Our rate will automatically change as the state rate changes.
Seconded by: Darku
Motion: Approved

Trespass Matrix

Seckman made the changes to the trespass matrix that were suggested last month. Some definitions were taken off of the first page. The desk log tracks what has gone on with a patron throughout the day. It helps new staff coming on shift to be able to see that information. The matrix shows consequences for particular actions.

Munzer moved: To approve the trespass matrix as presented
Seconded by: Kendrick
Motion: Approved

Based on the May 2016 Board meeting minutes, it was previously determined that only the Director could ban a patron for more than one day. Seckman would like to empower the staff to enforce the trespass matrix, or at least the person-in-charge or a security officer, so that we do not have to wait if Seckman is unavailable. The Board asked Seckman to draft a statement to this effect, and when it is approved, it can be attached to the trespass matrix.

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

CONSENT AGENDA

Approval of June 21, 2022 Board of Trustees Minutes

Approval of claims through June 30, 2022

Financial Report

Correspondence & Publicity

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

Seckman asked for approval to pay two Amazon invoices. We are now paying Amazon through invoices rather than putting items on the credit card. The invoices need to be paid within 30 days. One invoice is \$1125.58, of which \$209 is for the ARPA grant, and the remainder will be taken from Operating Funds.

The other invoice is for \$2073.75, of which \$1315.91 is for the ARPA grant, and the rest will be taken from Operating Funds.

Moss moved: That we approve paying the two Amazon invoices for \$1125.58 and \$2073.75
Seconded by: Baker
Motion: Approved

STAFF ASSOCIATION REPORT

Summer Reading Club has kept us busy. We are working on a day to honor a staff member.

NEW BUSINESS

Credit Card Transaction Limit

Our current Credit Card Policy was last updated in 2016 and has a \$1500 per transaction limit. We must get Board approval to charge anything over that amount on the credit card. Seckman proposed changing the per transaction limit to \$2000.

Baker moved: That we extend the credit card per transaction limit to \$2000, and any item over that amount will need Board approval before being charged to the credit card.
Seconded by: Kendrick
Motion: Approved

FOUNDATION REPORT

The Foundation Board is still working on getting Pocket Park donations. They are concentrating now on businesses within one-half mile of the library. Various Foundation members have selected the companies they will contact. Brick pavers seem to be the most popular item. We have sold 51 pavers, leaving 309 available.

We have found a business that does laser engraving on bricks; he is located about one hour away; he can do logos. The pavers are either 4" x 8" or 8" x 8", and we can get 18 characters per line (including spaces). We are working on getting a sample paver. The donation will cover the engraving expense for a paver.

The Book for Every Child program is still going strong; we ordered another supply of books to give away when young people get a new library card.

DIRECTOR'S REPORT

- We received a letter from the Indiana State Library stating we met the library standards for 2021.
- Seckman recently had a visit from the Indiana State Librarian.
- Jared Page is our new part-time custodian. Since he has previous experience as a security officer, he is also going to serve as a security officer, filling in shifts not covered by our police officers. He is scheduled for eight security shifts in July.
- 487 library cards were issued in June, and we have already exceeded our 2019 Summer Reading Club numbers in most categories.
- We are having a library card design contest for youth; they will be judged in two age categories: 0 - 10 and 11 - 17. The winners will get their designs on some future library cards.
- Donna Shaw's Respite Rabbit Village art exhibit is now on display in the 2nd floor art gallery, along with some artwork by young people. About 100 people attended the opening reception on Saturday.
- Seckman and Gillenwater will meet with Baker Tilly on Friday to work on the 2023 budget.

- We received a grant from the Crusade for Children for \$2500 for two Communication Boards. One of them will be put in the Pocket Park. Communication Boards assist nonverbal children and adults in communicating with others.
- Plans are underway to install a Blessing Box at the Clarksville location.
- Seckman invited the Library Board to an ice cream social and a meet-and-greet with staff on August 16 at 4:00 p.m., before the Board Meeting.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, August 16, 2022, at 4:30 p.m.

Darku moved: That the meeting be adjourned.
Seconded by: Moss
Motion: Approved

As there was no further business, the meeting adjourned at 5:20 p.m.