

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, AUGUST 16, 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, Treasurer; Dale Moss; Mark Munzer

Board Members Absent: Kofi Darku

Staff Members present: David Seckman, Debbie Beckham, Barbara Gillenwater, Diane Stepro

Guests: Amanda Hunsucker, TowerPinkster; Susan Cowen, Baker Tilly

Public Comments: None

CONSENT AGENDA

Approval of July 19, 2022 Board of Trustees Minutes

Approval of claims through July 31, 2022

Financial Report

Correspondence & Publicity

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

STAFF ASSOCIATION REPORT

The Pocket Park is progressing. Summer Reading was very busy.

OLD BUSINESS

Pocket Park Update (Amanda Hunsucker, TowerPinkster)

We have made good progress since last month. Some of the playground equipment has been installed, the final grading has been completed, the concrete walks and the fence foundation have been poured, and we selected the brick paver colors.

Next month we anticipate the installation of the flag pole and exterior lighting. The installation of the playground surface should start next week, and after that, the landscaping will be done. The park should be substantially complete by mid-September. Supply chain issues for the lighting and fence materials are the greatest concern. The Communication board will arrive later. The ticket booth is being built by a carpenter, and we are working on the design for it. The builder will send the design to David tomorrow.

If necessary, the temporary fencing may be left in place until the permanent fencing arrives. Hunsucker will check on when the fencing is expected. We will have a ribbon-cutting ceremony when the Pocket Park is ready to open.

Trespass Matrix Update

Since it was previously presented to the Board, the Banning of Library Patrons section is the main addition to the Trespass Matrix. In the absence of the Director, we want to empower staff with authority to ban patrons who are in violation of library policies. Security officers can ban a patron for a day or longer if they are putting the safety of staff and patrons at risk.

Kendrick moved: That the Trespass Matrix be approved as presented.
Seconded by: Palmquist
Motion: Approved

NEW BUSINESS

Baker Tilly Budget Presentation

Susan Cowen, a senior manager with Baker Tilly, was present to review the 2023 budget. Each Board member was given a summary worksheet of the 2022 and 2023 Budgets and a detailed copy of the proposed 2023 Budget. She reviewed the information on the Summary worksheet. The estimated receipts for the 2023 Operating fund are \$2,294,667. Our LIT was slightly lower for 2023 than it was for 2022. For this year, the maximum levy growth quotient is 5%, which means we could grow our levy and increase our budget by 5%.

Cowen has discussed with Seckman and Gillenwater a possible way to get more levy. The DLGF allows a three-year levy growth appeal if a library meets specific criteria. Our library is eligible for that appeal, and it would provide an additional \$56,760 in estimated receipts for 2023. We would lose part of that to circuit breaker caps, but the net increase to our levy could be about \$40,000. If the Board is interested in pursuing this, we need to approve a resolution at the September meeting. Once the resolution is passed, we will fill out an application and include the submission with the budget paperwork on Gateway. We can apply for the three-year levy growth appeal, but there is no guarantee that we will get it. However, last year, all of the appeals Baker Tilly submitted were granted. You can apply for this every year that you are eligible. Cowen recommends approving the resolution in September. Baker Tilly will help with the process. Generally, there is no downside to doing this. Cowen will look into the effect on the tax rate for 2023 and report that in September. Cowen expects the DLGF to approve the total budget. We would only have a negative balance if we spent our entire budget this year and next year. Cowen reviewed what forms are contained in the proposed 2023 Budget booklet.

Munzer moved: That we pursue the three-year levy growth appeal.
Seconded by: Baker
Motion: Approved

Transfer

Our sewer bill is much higher than anticipated. Gillenwater is working on getting an adjustment from the sewer company, but we need to make a transfer.

Each year we have to budget the total amount for internet access, even though we know that e-rate will cover 80 – 90% of it. Therefore, extra funds in the internet access account can be used for this transfer.

Amount	From	To
\$10,000	432.6 Internet Access	435.4 Utilities, Sewage

Munzer moved: That we accept the transfer as presented.
Seconded by: Moss
Motion: Approved

We will continue to research the problem with the sewer bill.

(Munzer left at 5:04).

Makerspace Surplus Items

Three items are on the Surplus list for August 2022.

- Stand-up desk
- Signature 27 Pro-thermal laminator
- Cricut

Palmquist moved: That the items on the list be declared surplus
Seconded by: Kendrick
Motion: Approved

FOUNDATION REPORT

- The Foundation continues to do fundraising for the Pocket Park; the pavers continue to be a popular fundraising item.
- A Book for Every Child has been going on for a year. We are hoping the sponsors will continue; if not, we will try to get new sponsors.
- We now have a marketing person to concentrate on advertising; Seckman did much of it before he came.

DIRECTOR'S REPORT

- Our summer reading statistics surpassed those for 2019
 - 641 adults signed up
 - 2069 youth signed up
 - 1963 Cultural passes were given out
- A Board member requested that we look into our Collection Development policy.
 - The Board adopted the current policy on June 16, 2015; it is time for an update.
 - We are working with the Administrative Planning Team (APT) to make it correspond with our long-range plan.
 - It acknowledges that we want to have a collection that is representative of the demographics in our area and that it addresses all viewpoints.
 - The current document is 40 pages long; Seckman would like to make it more concise.
 - Page 14 deals with challenged materials; Appendix F is the form people fill out.
 - We may want to explain why we buy what we buy: we support universal knowledge, the demographics of the community, we go through a rigorous process when selecting books, including book reviews, and consider the educational and entertainment value.
 - We need to add what the Library Board will do when an appeal comes to them.
 - Perhaps, “the Library Board will review the challenged material and come to a consensus at one of their regularly scheduled meetings.”
 - We will continue working on this policy and present it at an upcoming meeting.
- We received a Clark County Youth Coalition (CCYC) grant for \$1560 to fund Youth Services programs.

- We received an Advancing Racial Equities grant from Indiana Humanities for \$989 to buy diverse books.
- Personnel changes:
 - Leila Bridgewater is the new page for the Jeffersonville Youth Services department.
 - Kristen Porter resigned from her Clerical Assistant position in Jeffersonville; her last day was August 9. She will be working for the Greater Clark schools.
 - Keisha Lamb will be the new Clerical Assistant in Jeffersonville starting August 22.
- We did a back-to-school outreach event at CASI and talked to over 400 people.
- Felicia Burkes is the new president of the Friends of the Library. They recently had a \$5 bag sale and raised \$1800. Burkes has recruited some new volunteers.
- September is National Library card sign-up month. We are doing some marketing for that and have some donations for a drawing at the end of the month.
- On September 1, from 4:00 – 6:00 p.m., we will celebrate Mike Harvey’s 50th work anniversary.
- A one-week snapshot of our social media reveals the following statistics:
 - We published over 40 pieces of content - 28 Facebook posts and 16 Instagram posts.
 - We set a goal to have 40 new likes on Facebook, and we had 49.
 - We had 152 increases in Instagram.
 - We had 8500 views on our Facebook page and 95 views on Instagram.

OTHER BUSINESS; BOARD MEMBER COMMENTS

The next meeting of the Board of Trustees will be on Tuesday, September 20, 2022, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:29 p.m.