

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 20, 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; Mark Munzer, and Kofi Darku

Board Members Absent: Dale Moss

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

Guests: Amanda Hunsucker, Tower Pinkster

Public Comments: None

CONSENT AGENDA

Approval of August 16, 2022 Board of Trustees Minutes

Approval of claims through August 31, 2022

Financial Report

Correspondence & Publicity

Seckman stated that two additional invoices need to be paid before the next Board meeting. One is from Jeffersonville High School for advertising for \$200. The other invoice is from Tower Pinkster for \$190.

Kendrick moved: That the items on the consent agenda be approved as presented, along with the two additional invoices submitted for payment.

Seconded by: Darku

Motion: Approved

FOUNDATION REPORT

Munzer stated that Give for Good took place last Thursday; the Foundation received \$550 in donations. This is the first year we were officially signed up to participate in Give for Good. Thirty specific donors were needed to get some of the matching funds. We did not qualify for that, but we will continue to work on it and grow.

The Foundation has raised about \$28,000 for the Pocket Park, and we plan to give the library \$30,000 for the project. This is the most the Foundation has raised for a single project.

STAFF ASSOCIATION REPORT

Our staff development day is October 20. We will have elections for officers for the following year; the new officers will take effect in February. We are talking about the holiday party.

OLD BUSINESS

Public Hearing for the 2023 Budget

Wilson opened the Public Hearing for the 2023 Budget at 4:38 p.m. No one from the public was present to speak, so Wilson closed the Public Hearing for the 2023 Budget at 4:39 p.m.

Petition to Appeal for Increase Above the Maximum Levy

At our August Board Meeting, Susan Cowen from Baker Tilly told us that we are eligible to apply for an increase in levy in the amount of \$56,760. When the circuit breaker is applied, the net gain would be approximately \$43,000. Cowen does not see any downside to applying for this.

Palmquist moved: To approve the Petition to Appeal for an Increase Above the Maximum Levy
Seconded by: Kendrick
Motion: Approved.

Pocket Park Update and Structural Analysis of the Terrace (Amanda Hunsucker, TowerPinkster)

In regards to the Pocket Park, Hunsucker reported:

- The permanent fencing is scheduled to ship this week and be installed next week.
- The train will be installed after the fencing is in place.
- The benches have been delayed and are now scheduled to ship in mid-October.
- We are waiting on the solar light for the flagpole before it can be installed.
- We have a broken sewer line, and AML is working on getting it fixed.
- All the landscaping has been installed, but some of it had to be removed for the plumbing work. It will be put back in place at the appropriate time.
- The ticket booth looks great; it was crafted by carpenter Jeff Henderson.

A structural engineer did an analysis of the roof terrace. His findings are based on the architectural drawings; he did not do his own measurements and take apart the ceiling. As reported previously, without any changes, 49 occupants could be on the terrace. If changes were made to the door hardware so that it opens in the direction of egress, the number of occupants could increase to 170. It would cost about \$10,000 to make that change. Structurally, the terrace can support over 370 people.

The engineer also analyzed the planters and how much soil they could hold and support. The soil depth could vary from 12 to 24 inches. We could put structural foam in the bottom and then build up on top with the dirt. A waterproofing membrane needs to be used, and we need to carefully plan what is put back into the planters.

(Hunsucker left at 4:52).

Sewer Bill Update

We found out the reason the sewer bill was so high was because of the fountain behind the elevator. The sump pump was supposed to shut off when the fountain reached a certain level, but it was constantly running. The sewer company gave us a refund of \$3,193.51. With the refund, our sewer bill is only about \$1000 ahead of what it was at this time last year.

NEW BUSINESS

Update Equipment Use Policy

The Equipment Use Policy was originally approved in March 2022; a few minor changes need to be made. Seckman reviewed those changes with the Board.

Darku moved: To adopt the updated Equipment Lending Policy
Seconded by: Munzer
Motion: Approved

Job Descriptions Update

One of the Public Services Librarians at Clarksville requested a title change to reflect her work with youth from 0 – 18. Her new title would be Youth Services Librarian. We also fine-tuned the position summary for her job description.

Our Executive Assistant has announced that she plans to retire within a few months, so we have updated her job description. Some of the educational requirements were changed, and it was added that a degree in accounting or English is preferred. We also removed the responsibility for supervising the custodial and security staff. We will post this job description in the near future.

Munzer moved: That the job descriptions for the Youth Services Librarian at Clarksville and Executive Assistant be updated and approved as presented.
Seconded by: Baker
Motion: Approved

(Munzer left at 5:02).

Capital Assets Policy

We have reported our capital assets for many years, but we are now being asked to show the depreciation of the capital assets. The capital assets policy now shows depreciation on the capital assets and who will do the inventory; we have also added the useful life of the capital assets.

Palmquist moved: That we adopt the updated Capital Assets Policy
Seconded by: Kendrick
Motion: Approved

Resolution to Join ISL Consortium (eRate)

We have been a member of the Indiana State Library Consortium for a long time. We do a resolution every year; it saves us \$60,000 - \$65,000 on our annual internet bill.

Kendrick moved: That we join the Indiana State Library Consortium for public library internet access for funding year July 1, 2023 through June 30, 2024.
Seconded by: Darku
Motion: Approved

Items for Surplus

The following items need to be declared surplus:
Six (6) IBM Wheelwriter electric typewriters
Three (3) soft chairs

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

DIRECTOR’S REPORT

- 9500 library eCards have been created for students in the Greater Clark County Schools.
- 1434 have been created for Clarksville Community School students, a net gain of 680 cards from last year.
- Over 18,000 people have signed up for library cards in the past year, and those from the schools are over half of them.
- We received a reimbursement of \$25,000 from the ARPA grant.
- We interacted with 250 people at the Touch-a-Truck event.
- Keisha Lamb resigned from her Clerical Assistant position.
- Katie Mason has been hired for the Clerical Assistant position and will start tomorrow.
- Seckman is a part of the Community Read Initiative, along with the Arts Alliance.
 - Ella Enchanted is the selected book, and we will have a number of programs to go along with it.
 - Our Friends of the Library and the Library Foundation are co-sponsoring the purchase of the books to be given away.
 - It is a special opportunity to be involved with Clark, Floyd, and Harrison counties reading the same book at the same time.
- We have two winners for the Library Card design contest. Their designs will be used on library cards.
- Our social media reach is up 390% since our Marketing Assistant took over.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Wilson suggested that we work with Clark County Hospital to host a Flu Vaccine clinic at the library. This would be a way to serve the community and would tie into the Long Range plan goal to be a strong community partner.

Baker expressed her thanks to those who organized the shredding truck event, and Kendrick complimented the staff who worked the event.

The next meeting of the Board of Trustees will be on Tuesday, October 18, 2022, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:17 p.m.