

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, DECEMBER 20, 2022 AT 4:30 P.M.
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: None

Public Comments: None

CONSENT AGENDA

Approval of November 15, 2022 Board of Trustees Minutes

Approval of claims through November 30, 2022

Financial Report

Correspondence and Publicity

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

Seckman stated we have received Form 22 – Certificate of Tax Distribution for our December disbursement in the amount of \$860,479.46.

The Annual Receipts vs. Approved Estimates shows we have received 99% of the estimated property taxes receipts in the Operating Fund.

We received notice from the Department of Local Government Finance (DLGF) that our 2023 Budget was cut by \$110,654. We had projected a budget of \$2,955,000, and we were approved for \$2,844,346. Seckman and Gillenwater worked out \$110,654 of budget cuts by taking the cuts from items that we do not typically use the entire budgeted amount. These changes will be on the January Financial Report.

DLGF approved the levy increase for \$56,700. This was in response to the three-year levy growth appeal discussed at the Board meeting on August 16, 2022.

STAFF ASSOCIATION REPORT

On December 9, the Fun Committee and Staff Association hosted a holiday party with approximately 25 people in attendance. The Staff Association Officers will change next month. Elizabeth Glenn is the incoming President, and she will start attending the Board Meetings.

OLD BUSINESS

Pocket Park Update

- The Poured-in-Place playground surface has not been repaired yet. The weather conditions have to be just right, and it may be spring before it can be fixed.
- The lights were scheduled to be installed the week of November 28, but due to a backorder on the light fixtures, that did not happen.
- The benches came in, but they sent the wrong ones. The new benches are scheduled to arrive in February.
- We received a check for \$50,000 from the Bales Foundation to expand the Pocket Park. Extending the fence will double the size of the park.

NEW BUSINESS

Discussion about Cars

In November 2021, we received a grant from the Indiana Office of Energy Development. We were slated to buy a Ford Escape, but after ten months of not getting the car and no communication, we canceled the order. We would like to purchase a 2023 Kia Niro hybrid crossover that gets 54 miles per gallon, and it is in stock. The total cost of the car is \$34,000. The grant covers \$33,724, leaving the library to pay the remaining \$276. The Board had previously approved buying the Ford Escape, but with the change of vehicles, we need Board approval to buy the Kia Niro. The grant will reimburse us after we purchase the car. The Board discussed the long-term cost and benefits of having a library vehicle. This car does not need a charger. The Vibe was declared surplus at the March 15, 2022 Board Meeting. Seckman checked with our attorney about how to dispose of it. It could be given to the Friends or our Foundation for them to sell, or we could sell it ourselves by putting a legal ad in the paper, soliciting sealed bids, and following the guidelines given by our attorney.

(Kofi arrived at 5:05 p.m.)

Moss moved: That we purchase the 2023 Kia Niro for \$34,000 and authorize Gillenwater to write a check dated in December for this purchase. The library will be reimbursed \$33,724 by the grant.

Seconded by: Munzer

Motion: Approved

Moss moved: That the library sells the 2005 Pontiac Vibe, AS IS by advertising with a legal ad in the newspaper, soliciting sealed bids, and following the guidelines given by our attorney.

Seconded by: Kendrick

Motion: Approved

Computer and Internet Use Policy

We review the Computer and Internet Use Policy every year as dictated by the State Library. Last year we made a few edits and corrected some grammar and other errors. This year we wanted to make it more customer friendly. We can give patrons more time if there are open computers. The Board suggested some wording changes on pages one and four.

We had our library attorney look at this policy; he suggested the wording in the display and dissemination section. We had to be very specific and have an appeals process. We will follow our trespass matrix guidelines using the progression of warn, inform, out for a day, out for two weeks, etc.

Munzer moved: That the Computer and Internet Use Policy be approved with the suggestions made by the Board inserted.
Seconded by: Baker
Motion: Approved

The Board requested that in the future, changes to policies or other documents be sent in a red line version, with the changes made in red.

Transfer between Appropriations

Utilities have gotten more expensive, and we did not appropriate enough to cover the increase in the electric bills. Each year, we have to appropriate the total amount for Internet access, but eRate funding covers most of it. This gives us excess funds in that account to be used when another account fund comes up short.

We use a leasing company which automatically sends popular DVDs. That budget came up short. Since we will not be using any more funds from the Book Lease category, the amount remaining in that fund was transferred to DVDs.

Operating

Amount	From	To
\$10,000.00	432.6 Internet Access	435.2 Utilities, Electricity
\$5,786.38	446.5 Book Leases	447.2 DVD

Darku moved: That we approve the transfers as presented
Seconded by: Munzer
Motion: Approved

Internal Controls Report

We have a new fuel credit card. Every one who is authorized to use the credit card has their own PIN number. They have to give us a receipt, and we know who is using the card. We are initially charged the amount shown on the pump, but when the bill comes in, the sales tax is taken off. With the fuel credit card we used previously, we had to pay the sales tax. Gillenwater learned about the new fuel credit card through a webinar. She investigated it and felt it would be a good change to make.

Approve 2023 Personnel Chart

The Board previously approved a 6% raise at the June 2022 Board meeting, but we have had several new hires since then, so we wanted to update the personnel chart to make it current as of today. One noteworthy change was made. The sixth line on page three shows an open position for a Clerical Assistant at Clarksville. The Board had previously appropriated funds for a part-time gardener position. Harl, the Clarksville manager, thought having another Clerical Assistant would be more beneficial than having a gardener. A Clerical Assistant could help cover sick and vacation time and free up the manager to be in the community more.

Kendrick moved: That the 2023 Personnel Chart be approved as presented
Seconded by: Darku
Motion: Approved

FOUNDATION REPORT

- We have several new Foundation Board members. Perry Reisert, Vickie Tencer, and Dustin White will join the group in January 2023.
- Val McCarthy will be President for one more year. Kathy Kull will be Vice-President.
- We had a budget discussion in December in which everyone participated and shared ideas. We will vote on a new budget in January.

DIRECTOR'S REPORT

- Taylor Badger has been hired as the new Clerical Assistant at Jeffersonville. She will start tomorrow. She is also a full-time Kindergarten teacher.
- We have a potential candidate for the Executive Assistant position. We are hoping to have good news about that next month.
- We are currently giving away copies of the Big Read book Ella Enchanted.
- The Winter Reading program started Monday; we will be giving a prize to those who complete it.
- Seckman met with some master gardeners to discuss the terrace and what we can do to get it back in shape. One of the goals is to decrease the amount of maintenance it will require.
- Seckman met with the PSG Energy Group to talk about solar possibilities at the library. This group worked with the Brown County Library. We want to explore our options; more info will be shared as it becomes available.
- The new library cards that were selected as the winners of the Library Card design contest last summer are now available. During December, you can exchange your old card for a new one for free.
- We issued 223 new library cards in November.
- DVD circulation has not returned to its pre-pandemic levels; people have discovered Streaming services. DVDs are still our most popular item, but we wonder if we should continue spending as much on them.
- Due to recent health hazards caused in the family restrooms, starting today, we are locking the family restroom. Patrons will have to go to the desk and ask to use the family restroom. A staff member will unlock the door to let in those patrons.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Moss thanked Debbie Beckham for her years of service to the library.

The staff had a 100th birthday celebration for one of our patrons, Flora Clipper.

The next meeting of the Board of Trustees will be on Tuesday, January 17, 2023 at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:48 p.m.