

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, JANUARY 17, 2023 AT 4:30 P.M.  
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

**CALL TO ORDER OF BOARD OF FINANCE**

The Board of Finance was called to order at 4:33 p.m.

Presiding Officer: Steven Palmquist, Vice-President

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

Board Members Absent: Lynn Wilson, President

Staff Members present: David Seckman, Debbie Beckham, Taylor Curtis, Barbara Gillenwater, Elizabeth Glenn

Guests: None

Public Comments: None

**Election of Board of Finance Officers [IC 5-13-7-6]**

We need to elect officers for the Board of Finance. We generally use the same officers for the Board of Finance as we do for those serving on the Board of Trustees.

Kendrick moved: That the officers for the Board of Finance be the same as the officers for the Board of Trustees.

Seconded by: Munzer

Motion: Approved

**Review of account balances and investments [IC 5-13-7-7]**

The last page of the financial report contains the balances of all our accounts. The Board reviewed these accounts. We are required by law to have two banks. We have two local banks: New Washington State Bank and First Savings Bank. The interest rate at First Savings Bank is 2.85%, while Trust IN has an interest rate of 4.3597%.

**Review of investment policy [IC 5-13-7-75]**

The Board reviewed the investment policy; no changes were recommended at this time.

**Clear outstanding checks**

We do not have any outstanding checks over two years old, so none need to be cleared.

**Internal Controls Staff Training**

At the annual Budget Workshop training, Seckman and Gillenwater learned that the Library Board of Trustees needs to verify that we are in compliance and that all employees are watching the Internal Controls Training video. We keep records showing our staff and Board members have done this. When we hire new employees, this is part of our onboarding process.

(Kofi arrived at 4:38 p.m.)

The Library Board signed the Internal Controls Training Verification Form stating the employees have had the Internal Controls training. The Board will sign this form annually.

The meeting of the Board of Finance closed at 4:39 p.m.

**CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS**

The regular meeting was called to order at 4:40 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, Elizabeth Glenn, new staff association president

Guests: Taylor Curtis, new Executive Assistant

Public Comments: None

**CONSENT AGENDA**

**Approval of December 20, 2022 Board of Trustees Minutes**

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

**Financial Report**

**Correspondence and Publicity**

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

**STAFF ASSOCIATION REPORT**

Glenn reported the Staff Association's first official meeting will be tomorrow, January 18, and they will be discussing upcoming projects. Since they have new officers, they will be switching bank information for the new Treasurer tomorrow.

**NEW BUSINESS**

**Opening of Sealed Bids for 2005 Vibe**

Five sealed bids for the Vibe were submitted to Seckman by the time specified.

#1	\$1500
#2	\$ 600
#3	\$5200
#4	\$2020
#5	\$2750

Baker moved: That we accept the bid for the 2005 Vibe for \$5200, pending the bidder's ability to provide us a cashier check for that amount within two weeks (by January 31). If this bidder cannot comply, we will accept the second highest bid with the same time frame to receive a cashier check within two weeks. Seckman has the authority to sign the title.

Seconded by: Darku

Munzer moved: To amend the motion to give the highest bidder and each successive bidder considered one week to produce a cashier check rather than two weeks.

Amended motion seconded by: Darku

Amended Motion: Approved

### **Collection Development Policy**

APT has been working on the Collection Development Policy for several months. It was last adopted in 2015. We wanted to modernize the language and make it more streamlined. Recently, many libraries have had materials challenged, and we wanted to address the procedure for that. Seckman highlighted select sections of the policy.

On the last page, in the Challenged Materials section:

- We updated the process to challenge materials. This process is consistent with what other libraries are doing.
  - You must fill out the form completely. The request will be read and reviewed within 30 days, and the response of the review committee will be submitted to the Director. The item will remain in the collection until a decision is made.
- We added you must be a resident of the Jeffersonville Township to qualify to challenge a particular item.
- We added that an item must already be in the collection to be considered in a challenge review.

At the suggestion of the Library Board:

- In the Selection of Diverse and Inclusive Materials section, we will insert into the policy, "These percentages will adjust as demographic data is available."
- In the Challenged Materials section, we will add, "The Board will review it and make a decision at the next scheduled Board meeting after the receipt of the appeal."

Kendrick moved: That the Collection Development Policy be approved with insertions as suggested.

Seconded by: Munzer

Motion: Approved

### **Items for Surplus**

The following items need to be declared surplus:

1. One old TV from the Jeffersonville break room
2. One large round table from the downstairs conference room in Jeffersonville
3. Two large coffee urns from the supply closet

Darku moved: That the list of items presented for surplus be approved as presented.

Seconded by: Baker

Motion: Approved

### **Trespass Matrix Update**

A few updates were made to the trespass matrix:

- In the “Behaviors that may require a criminal trespass” section, the word “stalking” was added to the harassment, discriminatory, or obscene behavior section. A person violating this behavior would be banned from the library for six months for the first offense and then for one year.
- Some people repeat the same offenses frequently. We want to mark these as continued offenses, and the penalty will continue to increase for up to one year.
- We will remove the phrase “Repeated noncompliance with library rules of conduct may result in longer bans than specified on the trespass matrix.”
- Change verbal abuse of staff from: warning, two weeks, three months, six months  
to: two weeks, three months, six months, and one year
- Add additional columns, up to one year, in each section.

Darku Moved: That the changes for stalking and verbal abuse of staff on the Trespass Matrix be approved as presented.

Seconded by: Baker

Motion: Approved

We will work on the remaining changes discussed and revisit the trespass matrix at the next meeting.

### **Technology Equipment Update**

In the “Purpose” section of the Equipment Lending policy, point four needs to be changed from “hotspot or laptop” to “technology equipment.” When the policy was initially written, hotspots and laptops were the only equipment we had, but we now also have Chromebooks and tablets. It would be better to use a term that includes all technology equipment.

When this policy was written, we thought we would be able to place a hold on items, but it is problematic in practice. We want to remove the ability to place a hold and make the equipment available on a first-come, first-served basis.

Moss moved: That the updates to the Equipment Lending Policy be approved as presented.

Seconded by: Kendrick

Motion: Approved

### **Transfer Between Appropriations**

When we prepared the budget for 2022, we had a full-time, non-professional position at the Clarksville Library. When that person retired, we changed the position to a professional librarian position. Also, at that time, we did not have a Makerspace Librarian in a professional position, as we do now. These two changes brought about the need for this transfer.

#### **Operating**

<b>Amount</b>	<b>From</b>	<b>To</b>
\$38,000.00	411.3 Salary, Non-Professional	411.2 Salary, Professional

Baker moved: That we approve the transfer of \$38,000 from Salary, Non-Professional to Salary, Professional, as presented.

Seconded by: Darku

Motion: Approved

### **Encumbrance**

We have an encumbrance on last year’s funds for server equipment purchased in 2022 that has not yet arrived.

Kendrick moved: That we encumber 2022 funds for the server for \$11,114.24.  
Seconded by: Darku  
Motion: Approved

### **FOUNDATION REPORT**

Munzer reported that the Foundation Board spent their January meeting forming a budget, finalizing it, and approving the 2023 budget for \$10,200. At this time, we do not have any major fundraising goals for this year.

### **DIRECTOR'S REPORT**

- Taylor Curtis is our new Executive Assistant; she started today.
- Blake Oliver presented a letter of resignation today. His last day will be January 31. He has agreed to do some part-time marketing. We need to make a few changes to the marketing job description, but we would like to go ahead and post the job before next month's meeting.
- Our Youth Services Manager, Lori Morgan, plans to retire on April 28. That job description is not ready yet, but we would also like to post it before the next Board meeting. Due to time constraints, the Board agreed by consent to let us post these two job descriptions when they are ready. We will bring the updated job descriptions to the next Board Meeting.
- Tim Bohannon retired last week. He has been here since 2005. We now have a company that helps us with our computer security, so we do not plan to fill that position.
- We have the new Kia car.
- Seckman recently led a book discussion on Ella Enchanted.
- We issued 146 new library cards in December.
- We have talked to the Network of the National Library of Medicine about some possible collaborative efforts.
- The seed library is starting up again.
- A few weeks ago, we received a kiosk that provides eviction help and information; it includes a computer, printer, and scanner. It will eventually provide other types of legal help. It is a statewide program.
- Seckman had a phone call last week from someone who said they were going to do a First Amendment audit. They did not come, but it helped us to be prepared and know what to do.

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

The money for the Vibe will go into the general fund.

When we close for unexpected reasons, we get the word out through social media, our website, and put signs on the doors. We will investigate sending an eBlast to get the word out as well.

The Board asked if we have a process so parents can know in advance if a sensitive topic is being discussed at storytimes. Glenn stated our librarians have chosen to be selective and use materials that all points of view can enjoy.

Our staff would like to plan an activity on the Saturday before Juneteenth to educate the community about it; we may join another group.

The next meeting of the Board of Trustees will be on Tuesday, February 21, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:53 p.m.