

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, FEBRUARY 21, 2023, 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 4:31 p.m.

Presiding Officer: Lynn Wilson, President

Board Members Present: Steven Palmquist, Vice-President; Linda Baker, Secretary; Hilda Kendrick-Appiah, Treasurer; Dale Moss; Mark Munzer

Board Members Absent: Kofi Darku

Staff Members Present: David Seckman, Barbara Gillenwater, Taylor Curtis, Elizabeth Glenn

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of January 17, 2023 Board of Trustees Minutes

Approval of claims through January 31, 2023

Financial Report

Correspondence and Publicity

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

ELECTION OF OFFICERS FOR 2023

Board members have talked amongst themselves and will continue in the offices they are presently in. Wilson remains President, Palmquist remains Vice President, Kendrick remains Treasurer, and Baker will remain Secretary. However, it will change next year due to Kendrick completing her third year as Treasurer.

(Munzer arrived at 4:32 p.m.)

Baker moved: To retain the same slate of officers for the 2023-2024 library term.
Seconded by: Moss
Motion: Approved

Seckman provided information that Kendrick and Munzer's terms expire on June 30, 2023, and Seckman asked if they would like to renew their terms. Hilda and Munzer would like to be reappointed.

STAFF ASSOCIATION REPORT

Glenn reported that Debbie Beckham's retirement party went well. Tim Bohannon's farewell party is upcoming, but he does not want a public party. The date for Bohannon's party is tentatively March 10. Staff Association is discussing Lori Morgan's retirement party and Library Workers Day. Morgan's planned retirement date is April 28. Kendrick and Glenn discussed ideas for the retirement party.

OLD BUSINESS

Trespass Matrix

Last month, the Board tasked Seckman and the Administrative Planning Team (APT) with making minor offenses more consistent. A column titled Each Subsequent Offense was added for repeated offenses. Additionally, more time was added to the ban for 'verbal abuse of staff.' Seckman noted that if a one-year ban has expired and a patron repeats the same offense, the ban does not start over from the beginning at a minimum length of time, but instead, the maximum time for that ban is extended again.

Palmquist moved: To adopt the changes of the Trespass Matrix.
Seconded by: Kendrick
Motion: Approved

Pocket Park Update

Seckman gave an update on ongoing repairs. We received a generous donation from the Bales Foundation for \$50,000 with the hope the Pocket Park will be expanded. There are three jobs for expanding: landscaping, concrete, and expanding the fence. Seckman passed out quotes for landscaping, concrete, and fencing.

Board members reviewed quotes for Veteran Lawn Care and Greenworks Landscaping. Board members discussed the pros and cons of these quotes and planting grass under the oak tree. Munzer pointed out that the quote from Veterans did not list the services they would provide. Munzer would like Veterans to detail the work they would do on the quote. Seckman will email the Board the updated estimate once it includes the detail of the labor.

Munzer moved: To accept the Veteran Lawn Care estimate for \$733.00, contingent on adding more detail to what their labor consists of.
Seconded by: Palmquist
Motion: Approved

Board members reviewed quotes for S&S Concrete and P.R. Concrete estimates. S&S Concrete has done work at the Clarksville Library previously. As well as pouring the concrete, there are two planters that need to be filled in, and that is included in the quote. Munzer commented he used S&S Concrete, and they did a great job. Palmquist pointed out the quote says the Library would need to obtain permits.

Munzer moved: To use S&S Concrete based on the \$6300.00 bid they provided.
Seconded by: Kendrick
Motion: Approved

Seckman passed around fencing estimates for Professional Fence Co. and EAC Fence. Professional Fence Co. completed the current fence and could easily match the fence we have now. The Board discussed the quotes. Munzer pointed out that the fence removal varied greatly between the two quotes.

Munzer moved: To use Professional Fence Co. for \$6968.00 to install the fence.
Seconded by: Moss
Motion: Approved

Thunder Over Louisville

Last year, staff asked if we could use the terrace for Thunder Over Louisville, but no one was appointed to manage the event, so it did not take place. The Board had wanted to revisit staff interest in the February 2023 Board meeting.

The staff survey results showed that 27 staff are interested and, with their guests, 36 people are interested. The Fun Committee extends an invitation to Board and their family. The library terrace can hold 100 people. The proposal includes the following:

- The hours proposed are from 6 p.m. to 10 p.m.
- The event ends when the fireworks are completed
- Individuals are responsible for their own parking
- A designated member of the Fun Committee would close the building after the event and be a point of contact, with their phone number available to all attendees
- We would specify no alcohol on the invitation
- We would stop letting people in at 8 p.m. so the Fun Committee member responsible can attend the event

The Board discussed the pros and cons of using the building for this purpose. Kendrick added staff would need to clean up after themselves.

Munzer moved: To accept the Thunder on the Terrace proposal as amended with the changes of no alcohol and the staff cleaning up after the event.

Seconded by: Baker

Motion: Approved

NEW BUSINESS

Job Descriptions

The Custodial job description now includes benefits in hopes of a more consistent and qualified candidate. The vacancy from a past position gives us leeway to support the additional pay for the Custodian position.

The Security Specialist would alleviate the lack of security coverage in the evening. We would still keep our off-duty policeman and could shift around an off-duty police officer to the Clarksville location when we have the Security Specialist position filled. A change to the previous job description was striking out the concealed weapon line on the job description because we expect the candidate to be unarmed unless they are a trained police officer. We added 'lock the Pocket Park' to the job description.

The Board reviewed the Youth Services Manager job description and there were no questions or discussion.

The Board discussed the salary for Senior Library Clerk / Outreach, but the position and salary will remain unchanged. If we cannot find a qualified candidate, the Board suggested we come back to discuss the salary.

Lastly, the Board reviewed the Marketing Specialist position. There were no questions or discussion.

Palmquist Moved: That we accept the revisions made to the job descriptions presented.

Seconded by: Baker

Motion: Approved

Terrace Project

In the past, the building has had leaks due to the plants growing on the terrace. When investigating why the building was leaking, the vegetation was removed, and there was no membrane to protect the concrete. To fill the planters, it would cost \$50,000 for Styrofoam, needed for weight restrictions. If we wanted to plant on the terrace, it would be \$10,000 in dirt alone.

Local artist Donna Shaw is open to assisting with an interactive play garden on the terrace. Possible ideas for the play garden include capping the deep planters; creating a small vegetable garden, which would be easy to maintain; making over the gazebo to look like a book; collaborating with schools on artwork to display around the terrace; and educational exhibits.

FOUNDATION REPORT

In the last Foundation meeting, the Foundation focused on ways to generate donations, including a silent auction, readathon, mini golf scramble, holiday raffles, themed events, holiday cards, etc. In March, they will narrow the focus on how they want to move forward with generating donations.

DIRECTOR'S REPORT

- Cara Burton was hired as our new Marketing Specialist.
- We have a vacant Senior Library Clerk/Outreach position.
- We received payment from Broadband Grant.
- We received reimbursement for the library's car.
- For the Vibe sale, we went with the 3rd highest bidder of \$2022.00 after the top two bidder's withdrew their bids.
- At the last Board meeting, we talked about Juneteenth celebrations; the City agreed to let us use the park, and we will collaborate with F5 and New Hope Services because they are doing a Block party nearby.
- David met with PSG Energy Group to talk about solar panels, and they would take 28 years to pay for themselves.
- We issued 503 new library cards in December; Clarksville had 281 new cards and Jeffersonville had 222 new cards.

Seckman passed around a farewell and thank you card from Debbie Beckman.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Kendrick mentioned it was a nice retirement party for Beckham.

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

As there was no further business, the meeting adjourned at 5:45 p.m.