

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MARCH 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 4:30 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 February 21, 2023, Board of Trustees Minutes

Approval of claims through February 28, 2023

Financial Report

Correspondence and Publicity

Kendrick-Appiah moved: That the items on the consent agenda be approved pending the change of wording from 're-elected' to 'reappointed' on the February 21, 2023, Board of Trustees minutes.

Seconded by: Palmquist

Motion: Approved

Seckman presented two checks that needed approval but were not included in the Financial Report: a check to Mango for \$4,640.06 and a check to S&S Concrete for \$6,300.

Moss moved: To pay the Mango and S&S Concrete checks presented.

Seconded by: Munzer

Motion: Approved

STAFF ASSOCIATION REPORT

Tim's farewell party was a success. Lori's retirement party is in the planning stages and scheduled for April 26. The Staff Association is preparing for the National Library Workers Day lunch.

OLD BUSINESS

Pocket Park Update

The playground surface was patched, and S&S Concrete completed their project. For the fence expansion, the product will come in one to two weeks, and the installation can then be scheduled. We hired Veteran Lawn Care to remove the bushes, and they completed the job. Seckman suggests that we hire Greenworks to landscape the grassy area. The correct benches were installed, and they are functional and aesthetically pleasing. Once all construction is completed, we will schedule a ribbon cutting.

Munzer moved: To accept the bid of \$2,250.00 from Greenworks to install sod.
Seconded by: Kendrick-Appiah
Motion: Approved

Terrace Project Update

Seckman presented two spreadsheets of possible expenses for the proposed Know and Grow Play Garden project. A volunteer group has offered to assist in the Know and Grow Play Garden, and the Board members discussed the risks of having volunteers do the work. There is no foreseeable liability since they will be doing tasks such as carrying and pouring gravel. Seckman discussed the planned school collaboration and funding of the proposed project. Glenn discussed possible Youth Services programming on the terrace.

Baker moved: To proceed with the Know & Grow Play Garden project plans designed by Donna Shaw.
Seconded by: Kendrick-Appiah
Motion: Approved

NEW BUSINESS

Program at the Library

Seckman discussed a drag show program proposed for the Library. Seckman discussed various services the Library provides LGBTQIA+ audiences: starting a collection, continuing to purchase books for that collection, putting a sign on the door to ensure the LGBTQIA+ community knows everyone is welcome at our establishment, participating in the Pride Festival, and programming during Pride Month. The Board discussed the educational value, if any information is being shared, and the uniqueness of the proposed program. If a group would like to reserve a meeting room, they are welcome to do so as long as they adhere to the Library meeting room guidelines. The Board suggested crafting a policy around programming for consistency in program decision-making.

Palmquist Moved: To deny this program request because it does not seem appropriate to use taxpayer funds for this purpose and, based on the information provided, it does not seem to fit the Library's mission.
Seconded by: Baker
Motion: Approved

Vacation and Sick Leave Policies

Seckman discussed the change to the Vacation policy. In the current policy, a new employee could use vacation leave after six months of working at the Library. Seckman recommends changing the policy to reflect that a new employee can use vacation leave after three months.

Palmquist Moved: To adopt the amendments to the Vacation policy.
Seconded by: Kendrick-Appiah
Motion: Approved

Seckman discussed the Sick Leave policy change. Seckman recommends changing the policy to reflect that a new employee can use sick leave as soon as sick leave is accrued. Previously, the policy stated a new employee would be able to use sick leave after six months of working for the Library.

Munzer Moved: To adopt the amendments to the Sick Leave policy.
Seconded by: Kendrick-Appiah
Motion: Approved

Person-in-Charge Policy

There were two conflicting policies: the Officer of the Day policy and the Person-in-Charge policy. Seckman recommends eliminating the Officer of the Day policy. The Person-in-Charge policy was changed to listing the Person-in-Charge based on seniority.

Moss Moved: To adopt the amendments of the Person-in-Charge policy.
Seconded by: Palmquist
Motion: Approved

Moss recommended updating the policy to include that the Person-in-Charge cannot make personnel decisions.

Re-evaluate Non-Resident Card Fees

Every year, the annual report calculates how much the non-resident fees need to be. In the last couple of years, the report calculated the fee would be \$35. This year, we are required to charge \$37.74. Seckman recommends we charge a flat rate of \$38.

Palmquist Moved: To raise the non-resident card rate to \$38.
Seconded by: Munzer
Motion: Approved

Update Contact Information for Board Members

Seckman requested that the Board members update their contact information. Email is still the preferred form of communication, but Seckman suggested a group text for emergency matters instead of calling Board members. Therefore, there is a written record of communication.

Surplus Items

Seckman reviewed the broken, unused, and non-valuable surplus items.

Baker Moved: To accept the presented list of items as surplus.
Seconded by: Kendrick-Appiah
Motion: Approved

Seckman confirmed that none of the items listed could be sold.

FOUNDATION REPORT

The Foundation discussed fundraising events for this year. At their last meeting, they weighed the benefits of all proposed fundraising events. Munzer will provide an update at the next Board meeting.

DIRECTOR'S REPORT

- HVAC repair in Clarksville was \$4,948.
- Shakespeare in the Park is to be held on April 15 in the North Program Room.
- Library Giving Day is on April 4.

- National Library Week starts on April 23. On April 25 and 27, community leaders will come and read stories to children.
- National Library Workers is on April 25.
- Luke Burton is back from leave.
- Cara Burton was hired as Marketing Specialist.
- Several applicants have applied for Custodian and Security Specialist.
- Resumes are trickling in for Youth Services Manager.
- We are checking references for our Senior Library Clerk / Outreach position.
- We are advertising in the once-a-month Puzzle Book published by the *News and Tribune*.

OTHER BUSINESS; BOARD MEMBER COMMENTS

Moss mentioned knowing a person who checks the diversity of our collection and that we have almost all of the books he checks for. Kendrick-Appiah mentioned that a bill, HR5, wants to eliminate controversial books.

The next meeting of the Board of Trustees will be on Tuesday, April 18, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:59 p.m.