

**MINUTES OF THE REGULAR MONTHLY MEETING  
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, APRIL 18, 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 March 21, 2023, Board of Trustees Minutes**

**Approval of claims through March 31, 2023**

**Financial Report**

**Correspondence and Publicity**

Seckman presented an invoice not present in the March claims for \$120 for an ad in a playbill at Rock Creek Community Academy. Regarding the budget for lawn care and snow removal, Baker pointed out we have spent 43% of that budget.

Kendrick-Appiah moved: To approve the consent agenda with the payment for the Rock Creek Community Academy playbill ad added to it.

Seconded by: Palmquist

Motion: Approved

Due to technical difficulties, this month's Financial Reports were not printed with the updated changes to the appropriations and the encumbrance. Gillenwater will provide the corrected report at next month's Board meeting.

**STAFF ASSOCIATION REPORT**

Ms. Lori's last day is Friday, April 28, and her retirement party is next Wednesday, April 26, from 4:30 - 6 p.m. The Staff Association is providing lunch for Library Workers Day. Lunch orders were submitted on April 18. The Staff Association plans to send out a feedback survey in May to gauge what members would like to focus on.

## **OLD BUSINESS**

### **Pocket Park Update**

The Pocket Park is wrapping up. The fencing company completed their job, and Seckman is scheduling the landscaper. One piece of playground equipment was ordered; the last piece of playground equipment will be ordered once Seckman determines what dimensions will be best for the park.

### **Terrace Project Update**

Seckman followed up with Kosair about the grant to fund the terrace project. The Board reviewed the items ordered for the terrace project thus far. The project is projected to be no more than \$20,000. On May 11, a volunteer group is planned to help set up key aspects of the Know and Grow Play Garden. An art teacher at the Clarksville school is having her classes decorate newspaper boxes for the play garden, as well as painting book bricks to decorate the play garden. The school agreed to take a field trip to create the interactive book outline activity for the play garden.

## **NEW BUSINESS**

### **Personal Leave Policy**

Seckman presented the Personal Leave policy, which explains that 2 days of sick leave are converted into personal leave for emergencies or unforeseeable events not covered in other policies. Personal leave is not a new benefit for employees, but it has not had its own section in the Staff Manual before.

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

### **Person-in-Charge Policy**

Seckman discussed the change to the purpose section of the Person-in-Charge policy.

Palmquist Moved:        To adopt the change to the purpose section of the Person-in-Charge policy.  
Seconded by:               Munzer  
Motion:                       Approved

### **Discuss Committee to Review Bylaws**

Article 9.2.2 of the Bylaws states, "There shall be a standing Bylaws committee whose responsibility shall be to review these Bylaws annually to keep them current. The Vice-President and Secretary shall, by virtue of their office, comprise this committee." Next month, this committee will bring any suggestions for changes to the bylaws.

### **Items for Surplus**

The old train table in Clarksville and the LEGO table in Jeffersonville are unusable and presented as surplus items.

Moss Moved:               To surplus the train table and the LEGO table.  
Seconded by:               Palmquist  
Motion:                       Approved

## **FOUNDATION REPORT**

The Foundation discussed fundraising ideas, including Read-a-Thons, raffle baskets, and mini golf scrambles. Some events are coming up that may bring in donations, such as Library Giving Day on April 4, First Savings Bank's fundraiser in July and August, Give for Good in September, and Giving Tuesday in November. The Foundation is developing their standard operating procedures.

**DIRECTOR’S REPORT**

- The computer labs at the Jeffersonville and Clarksville locations have been down for a few weeks. The computers have been repaired in parts over the years, and the hard drives were updated in 2021. AVC recently installed new software on the computers. The impression we have is that the computers were not able to sustain the software. We are applying for a Samtac grant that would give us 33 new desktop computers. In the meantime, 20 laptops will be available to use in the computer labs.
- A patron donated \$5,000 to A Book for Every Child.
- We are interviewing for Security Specialist and Youth Services Manager. We extended an offer for Custodian.
- Shakespeare in the Park had good attendance at about 50 attendees.
- Our maintenance worker suggested our Clarksville Library HVAC system is having issues due to when propane was put into the lines, and our Business Office Manager is reaching out to the company for recuperation.
- We are looking into changing over our security and fire inspection company to a local company Crossman Fire.

Kendrick-Appiah Moved: To switch our fire and security inspection company.

Seconded by: Moss

Motion: Approved

**OTHER BUSINESS; BOARD MEMBER COMMENTS**

Kendrick-Appiah noticed two entry errors on the Incident Report Summation Report, and those will be corrected after this meeting. Munzer asked about current landscaping services since there are dead bushes in the garden beds. The library does its own lawnmowing and trimming; we recently hired a custodian, and landscaping will be part of their responsibilities. As far as current outside lawn care services, the library employs Lawncare for chemicals and Greenworks for tree removal.

The next meeting of the Board of Trustees will be on Tuesday, May 16, 2023, at 4:30 p.m.

As there was no further business, the meeting adjourned at 5:23 p.m.